

HEADQUARTERS, DEPARTMENT OF THE ARMY

STP 21-24-SMCT

SOLDIER'S MANUAL OF  
**COMMON TASKS**  
SKILL LEVELS 2-4

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.



# SOLDIER'S MANUAL and TRAINER'S GUIDE

## MOS COM

### SOLDIER'S MANUAL OF COMMON TASKS (SMCT) SKILL LEVELS 2-4

#### Skill Levels 2, 3 and 4

#### TABLE OF CONTENTS

	<u>PAGE</u>
<b>Table of Contents</b> .....	<b>i</b>
<b>PREFACE</b> .....	<b>v</b>
<b>Chapter 1. Introduction</b> .....	<b>1-1</b>
<b>Chapter 2. Training Guide</b> .....	<b>2-1</b>
<b>Chapter 3. Skill Levels 2-4 Tasks</b> .....	<b>3-1</b>
<b>Skill Level 2</b>	
<b>Subject Area 1: Individual Conduct and Laws of War</b>	
181-101-2023 Enforce the Uniform Code of Military Justice (UCMJ).....	3-1
181-105-2001 Enforce the Law of War and the Geneva and Hague Conventions .....	3-5
181-105-2002 Conduct Combat Operations According to the Law of War .....	3-8
224-176-2426 Enforce Compliance With Media Ground Rules.....	3-10
331-202-1050 Enforce Compliance with the Code of Conduct .....	3-12
805C-PAD-2503 Enforce Compliance With the Army's Equal Opportunity and Sexual Harassment Policies .....	3-18
<b>Subject Area 2: First Aid</b>	
081-831-0101 Request Medical Evacuation.....	3-21
081-831-1054 Evacuate Casualties.....	3-23

---

<sup>1</sup>DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE:

081-831-9000	Implement Preventive Medicine Measures (PMM) .....	3-26
<b>Subject Area 3: Nuclear, Biological, and Chemical (NBC)</b>		
031-503-1023	Protect Yourself From Nuclear, Biological, and Chemical (NBC) Injury/Contamination When Changing Mission-Oriented Protective Posture (MOPP) Gear .....	3-31
031-503-2001	Identify Chemical Agents Using M256-Series Chemical Agent Detector Kit .....	3-35
031-503-2023	Measure Radiation Dose Rate and Total Dose.....	3-38
031-503-3002	Conduct Unmasking Procedures.....	3-40
031-503-3004	Supervise the Crossing of a Contaminated Area .....	3-42
031-503-3005	Submit an NBC 1 Report.....	3-45
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP).....	3-47
031-503-3010	Supervise the Employment of Nuclear, Biological, and Chemical (NBC) Markers .....	3-49
031-503-4002	Supervise Unit Preparation for a Nuclear, Biological, and Chemical (NBC) Attack .....	3-51
031-506-1053	Report NBC Information Using NBC 4 Report .....	3-54
031-506-2061	Conduct a Mask Fit Test.....	3-56
<b>Subject Area 4: Survive [Combat Techniques]</b>		
061-283-6003	Adjust Indirect Fire.....	3-58
071-326-0608	Use Visual Signaling Techniques.....	3-66
071-326-5704	Supervise Construction of a Fighting Position .....	3-79
071-326-5705	Establish an Observation Post .....	3-81
<b>Subject Area 5: Navigate</b>		
071-329-1019	Use a Map Overlay.....	3-84
<b>Subject Area 20: Casualty Reporting and Handling</b>		
805C-PAD-2060	Report Casualties .....	3-91
<b>Subject Area 21: Defense Measures</b>		
071-430-0002	Conduct a Defense by a Squad .....	3-94
<b>Subject Area 22: Unit Operations</b>		
071-326-5502	Issue a Fragmentary Order .....	3-97
071-326-5503	Issue a Warning Order .....	3-100
551-88N-0002	Prepare for Unit Move.....	3-102
<b>Subject Area 23: Security and Control</b>		
191-379-4407	Plan Convoy Security Operations .....	3-105
191-379-4408	Plan Security for a Command Post (CP).....	3-109
301-371-1200	Process Captured Materiel.....	3-111
<b>Subject Area 25: Equipment Checks</b>		
091-CLT-4029	Supervise Preventive Maintenance Checks and Services (PMCS) .....	3-114
101-92Y-0003	Enforce Compliance with Supply Discipline Procedures .....	3-116
101-92Y-0004	Enforce Property Accountability Policies .....	3-118
101-92Y-0005	Enforce Compliance with Property Accountability Policies.....	3-125
101-92Y-0006	Inspect Equipment for Accountability, Cleanliness, and Serviceability.....	3-135
<b>Subject Area 27: Risk Management</b>		
850-001-2000	Employ Accident Prevention Measures and Risk Management Process .....	3-136
<b>Subject Area 28: Administration/Management</b>		
805C-PAD-2044	Recommend Individual for Award .....	3-137
805C-PAD-2145	Counsel a Soldier on the Contents of a Noncommissioned Officer	

Evaluation Report and NCOER Checklist.....	3-139
805C-PAD-2146 Prepare the Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER).....	3-141
805C-PAD-2402 Provide Input on Personnel Actions Affecting Subordinates.....	3-144
805C-PAD-2407 Recommend Disciplinary Action for a Soldier.....	3-146
805C-PAD-2461 Maintain Accountability of Personnel (Status Report).....	3-148
805C-PAD-2472 Prepare a Duty Roster.....	3-150

### **Skill Level 3**

#### **Subject Area 1: Individual Conduct and Laws of War**

805C-PAD-3238 Enforce the Equal Opportunity Program .....	3-152
---	-------

#### **Subject Area 4: Survive [Combat Techniques]**

052-192-4053 Supervise Minefield Breaching Operations .....	3-155
071-410-0012 Conduct Occupation of an Assembly Area .....	3-157
071-420-0021 Conduct a Movement to Contact by a Platoon.....	3-159
071-430-0028 Consolidate a Unit .....	3-161
071-430-0029 Reorganize a Unit.....	3-163

#### **Subject Area 5: Navigate**

071-332-5000 Prepare an Operation Overlay .....	3-165
---	-------

#### **Subject Area 19: Crowd Control**

191-378-4302 Form Squad-Size Riot Control Formations .....	3-179
--	-------

#### **Subject Area 21: Defense Measures**

052-195-3066 Direct Construction of Nonexplosive Obstacles .....	3-186
071-410-0019 Control Organic Fires .....	3-200
301-371-1052 Protect Classified Information and Material .....	3-204
441-091-3000 Supervise the Implementation of Air Defense Measures .....	3-210

#### **Subject Area 22: Unit Operations**

071-326-3013 Conduct a Tactical Road March .....	3-213
071-326-5805 Conduct a Route Reconnaissance Mission .....	3-216
071-332-5021 Prepare a Situation Map.....	3-219
071-720-0015 Conduct an Area Reconnaissance by a Platoon.....	3-220
101-92Y-0002 Plan Tactical Re-Supply Operations .....	3-223
301-371-1150 Identify Intelligence and Electronic Warfare (IEW) Assets.....	3-230
551-88M-0001 Lead a Convoy Serial/March Unit.....	3-233
551-88N-0003 Plan Unit Move.....	3-236

#### **Subject Area 24: Enemy Personnel**

191-379-4450 Supervise Handling of Enemy Personnel and Equipment at Squad Level .....	3-238
---	-------

#### **Subject Area 27: Risk Management**

850-001-3001 Control Mission Safety Hazard.....	3-241
---	-------

#### **Subject Area 28: Administration/Management**

805C-PAD-3147 Prepare the Senior Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER).....	3-243
805C-PAD-3594 Store Classified Information and Materials .....	3-245

### **Skill Level 4**

#### **Subject Area 2: First Aid**

081-831-1047 Supervise the Implementation of Preventive Medicine Policies.....	3-246
081-831-1055 Ensure Unit Combat Lifesaver Requirements Are Met .....	3-253

<b>Subject Area 4: Survive [Combat Techniques]</b>	
071-326-5775	Coordinate with an Adjacent Platoon ..... 3-257
<b>Subject Area 19: Crowd Control</b>	
191-379-5400	Form the Platoon Into a Riot Control Formation ..... 3-259
<b>Subject Area 21: Defense Measures</b>	
071-430-0006	Conduct a Defense by a Platoon..... 3-274
<b>Subject Area 22: Unit Operations</b>	
091-CLT-3009	Supervise Maintenance Operations ..... 3-277
101-92Y-0001	Supervise Supply Activities ..... 3-279
101-CLT-0198	Supervise Tactical Feeding Operation ..... 3-282
151-357-0001	Supervise CSS Functions During Platoon Operations..... 3-285
151-357-0002	Coordinate Combat Service Support (CSS) Operations ..... 3-288
159-200-2020	Integrate Threat Capabilities Into Mission Planning..... 3-290
181-101-4001	Conduct a Search/Seizure ..... 3-292
551-721-4326	Perform Duties as Convoy Commander..... 3-296
<b>Subject Area 26: Crime Prevention</b>	
191-379-4425	Implement the Unit's Crime Prevention Program ..... 3-301
<b>Subject Area 27: Risk Management</b>	
850-001-4001	Integrate Risk Management Into Platoon ..... 3-303
<b>Subject Area 28: Administration/Management</b>	
805C-PAD-4359	Manage Soldier's Deployment Requirements ..... 3-305
805C-PAD-4550	Prepare a Standing Operating Procedure (SOP)..... 3-308
805C-PAD-4597	Integrate Newly Assigned Soldiers..... 3-310
<b>APPENDIX A - PROPONENT OR AGENCY CODES</b>	<b>..... 90-1</b>
<b>APPENDIX B - GUIDE TO FORMS</b>	<b>..... 91-1</b>
<b>Glossary</b>	<b>..... 88-1</b>
<b>Supporting References</b>	<b>..... 99-1</b>

## PREFACE

This manual is one of a series of soldier training publications which support individual training. Commanders, trainers, and soldiers will use this manual and STP 21-1-SMCT, Soldier's Manual of Common Tasks, Skill Level 1, to plan, conduct, sustain, and evaluate individual training of common tasks in units.

This manual contains a common task training plan for skill levels (SL) 1 through 4 and task summaries for SL 2 through 4 critical common tasks which support unit wartime missions. This manual is the only authorized source for these common tasks. Task summaries in this manual supersede any common tasks appearing in MOS-specific soldier's manuals.

Training support information, such as reference materials, is also included. Trainers and first-line supervisors should ensure SL 2 through 4 soldiers have access to this publication in their work areas, unit learning centers, and unit libraries.

This manual applies to both Active and Reserve Component soldiers.

Unless this manual states otherwise, masculine pronouns do not refer exclusively to men.

The proponent of this publication is the Commander, United States Army Training and Doctrine Command, with the Commander, United States Army Training Support Center designated as the principle publishing, printing and distribution agency for same. Proponents for the specific tasks are the Army schools and agencies as identified by the school code, listed at Appendix A, consisting of the first three digits of the task identification number. All comments, suggestions and recommended changes to this publication should be submitted as follows:

- Record any comments or questions regarding the task summaries contained in this manual on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) and send it to the respective task proponent with information copies forwarded to: Commander, U.S. Army Training and Doctrine Command, ATTN: ATTG-I, Fort Monroe, VA 23651-5000, and Commander, U.S. Army Training Support Center, ATTN: ATIC-ITSC-CM, Fort Eustis, VA 23604-5166.

### **SPECIAL NOTE CONCERNING 5"x7" FORMAT AND REPRODUCIBLE FORMS:**

Beginning with the November, 2002 revisions, both the STP 21-1-SMCT and STP 21-24-SMCT are printed in 5"x7" format, following the very favorable acceptance of previous skill level 1 SMCTs which inaugurated the "pocket-size" manuals. This, however, has precluded incorporating full-size, reproducible forms at the ends of the books. Instead, a Guide to Forms (Appendix B) is now provided which, in the online versions of the new manuals, contains electronic links to the downloadable, reproducible forms. Where online access is not available, the soldier's unit often has hard copies of the forms, or can obtain them.

### **SPECIAL NOTE CONCERNING SKILL LEVELS IN THE REVISED SMCT**

In addition to the many new tasks in the revised SMCT, experienced trainers will notice many tasks for which the skill level has been lowered from that in the past. This reflects results from the recent survey of approximately 19,000 enlisted soldiers, their commanders and senior leaders, to determine who was actually performing certain tasks and the amount of learning that was actually filtering down in the figurative "one room schoolhouse" of the working Army. When it was established that a significant percentage of soldiers were performing those tasks at skill levels that were above their own, it was

STP 21-24-SMCT

decided to lower the task designation, giving trainers --and the Army-- the full advantage of accelerated learning at every level.

This SMCT, if anything, reflects back to its users a faithfulness to this spirit of Army training from whom it derived, an allegiance and gratitude to the profession and legacy of every United States Army soldier. Thank you.

**United States Army Training and Doctrine Command  
United States Army Training Support Center**



## CHAPTER 1

### Introduction

#### GENERAL INTRODUCTION

This manual contains the critical common tasks for skill levels 2, 3, and 4. Mastering the performance of these tasks will help the individual soldier fight better and survive on the battlefield, and perform across the full spectrum of operations. Each soldier must be able to perform all critical common tasks for his or her own skill level and below. The individual soldier shares responsibility with the trainer to sustain the skills and knowledge required to perform all critical common tasks.

**Individual Soldiers.** To ensure you can perform each task, have another soldier or your supervisor periodically evaluate your performance using the task summaries. If you have questions about how to perform a task or which task to perform, ask your first-line supervisor. The first-line supervisor knows how to perform each task and can direct you to the appropriate training materials. You should also check the Reimer Digital Library for new training materials. It is your responsibility to use these materials to maintain your proficiency.

**Trainers.** If you are a supervisor and trainer and have soldiers working for you, you must train them to do the tasks for their skill level and below. Commanders and trainers should use the SMCT, military occupational specialty (MOS) specific Soldier's Training Publications (STPs), and Mission Training Plans (MTPs) to establish effective training plans and programs which integrate individual and collective tasks.

#### SMCT AND SUPPORT OF BATTLE-FOCUSED TRAINING

**Overview.** The SMCT, STP common tasks manuals document the common tasks by skill level on which all soldiers must be trained and evaluated. These documents assist leaders in identifying the strengths and weaknesses of the soldiers in their unit and provide a means for evaluating the effectiveness of the unit's individual training program. Evaluation results also tell leaders where to concentrate training to improve unit readiness and help soldiers develop professionally.

**Leader's Assessment.** The leader's assessment focuses on specific unit mission requirements. It gives commanders a way to evaluate soldier performance on those individual tasks which directly support their unit's mission. These tasks can be common tasks as well as MOS-specific tasks. Leader's assessments should be conducted year round. Unit commanders should make leader's comments an integral part of their unit training so that hands-on evaluation is systematically performed at the unit level. Tasks selected for leader's assessments include, but are not limited to, individual tasks that:

- a. Support the unit's Mission Essential Task List (METL).
- b. Support other non-METL unit tasks as shown in the MTP.
- c. Are identified by higher headquarters for inclusion in planned individual training.
- d. Were rated as substandard on previous training feedback such as the Common Task Test (CTT), or annual general inspections.
- e. Are relevant to the soldier's MOS but not required in his current duty assignment.

Leaders may conduct their assessment:

- a. Before, during, or after individual skills training.
- b. As part of MTP training.
- c. On the job.
- d. At specially prepared test sites or in a battlefield scenario.
- e. During training or job breaks.
- f. After hours in the barracks.
- g. During special squad or individual competitive events.

The leader's assessment evaluates the combat effectiveness of soldiers and the unit. Commanders can use this evaluation to correct training deficiencies and plan unit training. Commanders can also use the

results for personnel actions (such as preparing enlisted evaluation reports, making recommendations for promotions and other personnel management decisions).

**Common Task Test (CTT).** The CTT is a hands-on test to evaluate proficiency on critical combat and survival tasks. A new CTT is fielded each year, and it is based on STP 21-1-SMCT and STP 21-24-SMCT. Refer to AR 350-41 for details on test administration and scoring. Units may administer the CTT *any time* during the test period. CTT evaluations should be integrated with training exercises to conserve resources and to improve realism. For example, units could test soldiers on CTT tasks during:

- a. MTP evaluations and other collective training activities.
- b. Weapons qualification.
- c. Gas chamber training.
- d. Stations in a soldier battlefield course or military stakes competition.

The CTT is a routine part of the training schedule since it is a major event on the unit calendar. Like the leader's assessment, CTT results are objective measures for the commander to use to evaluate unit readiness and the effectiveness of the training program. Leaders also consider CTT results when preparing enlisted evaluation reports and recommending soldiers for promotion.

## SMCT FEATURES

**Common Task Training Plan.** The common task-training plan (Chapter 2) lists, by skill level, the critical common tasks for which all soldiers are responsible. It indicates where each task is first taught to standard and how often training on the task is required to sustain proficiency. Leaders should use this information to develop a comprehensive unit-training plan.

**Task Summary.** Each task summary documents the performance requirements of a critical common task. The summaries provide the soldier and the trainer with the information necessary to evaluate the critical tasks. The format for the task summaries is ---

1. **Task Title.** The task title identifies the action to be performed.
2. **Task Number.** A 10-digit number that identifies each task. The first three digits of the number represent the proponent code for that task. (A list of the proponent codes is given in Appendix A.) Include the entire 10-digit task number, along with the task title, in any correspondence relating to the task.
3. **Conditions.** The task conditions identify all the equipment, tools, materials, references, job aids, and supporting personnel that the soldier needs to perform the task. This section identifies any environmental conditions that can alter task performance such as visibility, temperature, or wind. This section also identifies any specific cues or events (such as a chemical attack or identification of an unexploded ordnance hazard) that trigger task performance.
4. **Standard.** A task standard specifies the requirements for task performance by indicating how well, completely, or accurately a product must be produced, a process must be performed, or both. Standards are described in terms of accuracy, tolerances, completeness, format, clarity, number of errors, quantity, sequence, or speed of performance.
5. **Training and Evaluation Guide.** This section has two parts. The first part, Performance Steps, lists the individual steps that the soldier must complete to perform the task. The second part is the Performance Evaluation Guide. This provides guidance on how to evaluate a soldier's performance of the task. It is composed of three subsections. The *Evaluation Preparation* subsection identifies special setup procedures and, if required, instructions for evaluating the task performance. Sometimes the conditions and standard must be modified so that the task can be evaluated in a situation that does not exactly duplicate actual field performance. This subsection may also include instructions that the evaluator should give to the soldier before the performance test. The *Performance Measures* subsection identifies the criteria for acceptable task performance. The soldier is rated (GO/NO GO) on how well he or she performs specific actions or produces specific products. As indicated in the *Evaluation Guidance* subsection, the soldier must score a GO on all or specified performance measure to receive a GO on the task.

6. **References.** This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description. This section identifies resources the soldier can use to improve or maintain performance.

Additionally, task summaries can include safety statements, environmental considerations, and notes. Safety statements (danger, warning, caution) alert users to the possibility of immediate death, personal injury, or damage to equipment. Notes provide additional information to support task performance.

**Training Support.** This manual includes the following that provide additional training support information.

- a. Appendix A - Proponent School and Agency Codes guide, lists the task proponents and agency codes (first three digits of the task number) with addresses for submitting comments concerning specific tasks in this manual.
- b. Appendix B - Guide to Forms, explains the use of various SMCT training and evaluation forms and, in the online version of this manual, provides links to the forms.
- c. Glossary - The Glossary section lists abbreviations and acronyms and their definitions.
- d. References - The Reference section lists all reference materials cited in the task summaries by type, identification number, title, and date.

## CONDUCTING COMMON TASK TRAINING AND EVALUATION

**Role of the Commander.** As a commander, you must ensure that your training plan prepares the unit for the full spectrum of operations. The plan should enable your soldiers to develop and sustain proficiency on the MOS-specific and common tasks for their skill level. Use critical common task summaries to evaluate your soldiers' proficiency on those tasks critical to your unit's mission. An effective training program converts unproductive time into effective training time. This will upgrade the skills of individual soldiers and promote the development of junior leaders. To develop an effective unit-training program we reiterate, from the STP 21-1-SMCT, the following seven-step approach:

1. Set the objectives for training.
2. Plan the resources (personnel, time, funds, facilities, devices, training aids).
3. Train the trainers.
4. Provide the resources.
5. Manage risks, environmental and safety considerations.
6. Conduct the training.
7. Evaluate the results.

**Role of the Trainer.** Although training is everyone's business, you, the NCO, are the key to training the individual soldiers assigned to your unit. You should be the first to recognize which tasks each soldier can or cannot perform. You must ensure the soldier takes steps to master these tasks. This manual will assist you, the trainer, in doing what trainers do best--train. To train effectively, you must perform the functions below.

- a. Plan the training. You can usually integrate or conduct training for specific common tasks concurrently with other training or during slack periods. Use the Common Task Training Plan in Chapter 2 to identify the critical common tasks for which each soldier is responsible.
- b. Prepare yourself. Get training guidance from your chain of command on when to train, what to train, and what resources are available. Know the training objectives for each task and ensure you can perform the task. Gather the necessary training references for each task as listed in the task summary.
- c. Obtain the resources. Gather the required resources and prepare the training site according to the conditions statement and the evaluation preparation section of the task summary. Ensure equipment needed to complete the task is operational. Coordinate the use of training aids and devices.

## STP 21-24-SMCT

- d. Train the soldiers. Show the soldiers how to do the task to standard and explain each step. Give each soldier at least one chance to perform the task.
- e. Evaluate the soldiers. Evaluate how well the soldiers perform. You may conduct the evaluation during individual training or while evaluating individual performance during the conduct of unit collective tasks. Use the Common Task Training Plan to determine how often to check soldiers to ensure they maintain proficiency.
- f. Record the results. Record the GO/NO-GO results in the leader book. You may use DA Form 5165-R; see the Guide to Forms (Appendix B) at the end of this publication. Do not make written entries directly on the evaluation guides in the SMCT.
- g. Retrain and reevaluate. Work with soldiers until they can perform the task to specific soldier's manual standard.

Good training increases the professionalism of each soldier and helps to develop an efficient unit. You are a vital link in the conduct of good training.

**CHAPTER 2**

**Training Guide**

**COMMON TASK TRAINING PLAN**

The Common Task Training plan provides information to help the trainer plan, prepare, train, evaluate, and monitor individual training in units. It lists by general subject area and skill level the critical common tasks soldiers must perform, the initial training location, and a suggested frequency of training. The training location column uses brevity codes to indicate where the task is first taught to standards. If the task is taught in the unit the word "UNIT" appears in this column. Tasks trained via self-development medias are indicated by "SD". If it is taught in the training base, the brevity code (e.g., BCT, OSUT, AIT) of the resident course appears. Brevity codes and resident courses are listed below.

ANCOC	Advanced NCO Course
BNCOC	Basic NCO Course
PLDC	Primary Leadership development Course
BCT	Basic Combat Training
OSUT	One Station Unit Training
AIT	Advanced Individual Training
UNIT	Trained in/by the Unit
SD	Self-Development Training

The sustainment training column lists how often (frequency) soldiers should train on the task to ensure they maintain their proficiency. This information is not a requirement, but rather a guide the commander can use to develop a comprehensive unit training plan. The commander, in conjunction with the unit trainers, is in the best position to determine on which tasks and how often soldiers need training to maintain unit readiness.

Frequency Codes	
AN	Annually
SA	Semi-Annually
QT	Quarterly

**Common Task Training Plan**

**Skill Level 1**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq
1. Individual Conduct and Laws of War	<b>181-101-1013</b>	Comply With the Uniform Code of Military Justice (UCMJ)	BCT/OSUT	AN
	<b>181-105-1001</b>	Comply With the Law of War and the Geneva and Hague Conventions	BCT/OSUT	AN
	<b>224-176-1425</b>	Interact With News Media	BCT/OSUT	AN
	<b>331-202-1049</b>	Comply with the Requirements of the Code of Conduct	BCT/OSUT	AN
	<b>805C-PAD-1245</b>	Support Unit and Family Readiness Through the Army Family Team Building (AFTB) Program	BCT/OSUT	AN
	<b>805C-PAD-1391</b>	Comply With the Army's Equal Opportunity and Sexual Harassment Policies	BCT/OSUT	AN

2. First Aid	<b>081-831-1000</b>	Evaluate a Casualty	BCT/OSUT	AN
	<b>081-831-1003</b>	Perform First Aid to Clear an Object Stuck in the Throat of a Conscious Casualty	BCT/OSUT	AN
	<b>081-831-1005</b>	Perform First Aid to Prevent or Control Shock	BCT/OSUT	AN
	<b>081-831-1007</b>	Perform First Aid for Burns	BCT/OSUT	AN
	<b>081-831-1008</b>	Perform First Aid for Heat Injuries	UNIT	AN
	<b>081-831-1025</b>	Perform First Aid for an Open Abdominal Wound	UNIT	AN
	<b>081-831-1026</b>	Perform First Aid for an Open Chest Wound	UNIT	AN
	<b>081-831-1032</b>	Perform First Aid for Bleeding of an Extremity	BCT/OSUT	AN
	<b>081-831-1033</b>	Perform First Aid for an Open Head Wound	BCT/OSUT	AN
	<b>081-831-1034</b>	Perform First Aid for a Suspected Fracture	BCT/OSUT	AN
	<b>081-831-1042</b>	Perform Mouth-to-Mouth Resuscitation	BCT/OSUT	SA
	<b>081-831-1044</b>	Perform First Aid for Nerve Agent Injury	BCT/OSUT	QT
	<b>081-831-1045</b>	Perform First Aid for Cold Injuries	UNIT	AN
	<b>081-831-1046</b>	Transport a Casualty	BCT/OSUT	AN
	<b>081-831-1053</b>	Practice Individual Preventive Medicine Countermeasures	BCT/OSUT	SA
3. Nuclear, Biological, and Chemical (NBC)	<b>031-503-1013</b>	Decontaminate Yourself and Individual Equipment Using Chemical Decontaminating Kits	BCT/OSUT	AN
	<b>031-503-1015</b>	Protect Yourself From NBC Injury/Contamination With Mission-Oriented Protective Posture (MOPP) Gear	BCT/OSUT	AN
	<b>031-503-1017</b>	Respond to Depleted Uranium	BCT/OSUT	AN
	<b>031-503-1018</b>	React to Nuclear Hazard/Attack	BCT/OSUT	AN
	<b>031-503-1019</b>	React to Chemical or Biological Hazard/Attack	BCT/OSUT	AN
	<b>031-503-1035</b>	Protect Yourself From Chemical/Biological Contamination Using Your Assigned Protective Mask	BCT/OSUT	AN
	<b>031-503-1036</b>	Maintain Your Assigned Protective Mask	BCT/OSUT	AN
	<b>031-503-1037</b>	Detect Chemical Agents Using M8 or M9 Detector Paper	BCT/OSUT	AN
4. Survive [Combat Techniques]	<b>071-326-0502</b>	Move Under Direct Fire	BCT/OSUT	SA
	<b>071-326-0503</b>	Move Over, Through, or Around Obstacles (Except Minefields)	BCT/OSUT	SA

d	<b>071-326-0510</b>	React to Indirect Fire While Dismounted	BCT/OSUT	SA
	<b>071-326-0511</b>	React to Flares	BCT/OSUT	SA
	<b>071-326-0513</b>	Select Temporary Fighting Positions	BCTOSUT	SA
	<b>071-326-3002</b>	React to Indirect Fire While Mounted	UNIT	AN
	<b>071-326-5703</b>	Construct Individual Fighting Positions	BCT/OSUT	SA
	<b>071-331-0815</b>	Practice Noise, Light, and Litter Discipline	BCT/OSUT	SA
	<b>071-331-1004</b>	Perform Duty as a Guard	BCT/OSUT	AN
	<b>071-410-0002</b>	React to Direct Fire While Mounted	UNIT	AN
	<b>071-710-0006</b>	Plan Use of Night Vision Devices	UNIT	SA
	<b>093-401-5040</b>	React to Unexploded Ordnance Hazards	UNIT	SA
	<b>551-88M-0005</b>	Operate a Vehicle in a Convoy	UNIT	SA
5. Navigate	<b>071-329-1006</b>	Navigate from One Point on the Ground to Another Point While Dismounted	BCT/OSUT	SA
	<b>071-329-1030</b>	Navigate from One Point on the Ground to Another Point While Mounted	UNIT	SA
6. Communicate	<b>113-571-1022</b>	Perform Voice Communications	BCT/OSUT	SA
	<b>113-637-2001</b>	Communicate Via a Tactical Radio in a Secure Net	BCT/OSUT	AN
	<b>113-600-2001</b>	Communicate Via a Tactical Telephone	BCT/OSUT	AN
7. See	<b>071-331-0804</b>	Perform Surveillance Without the Aid of Electronic Devices	UNIT	SA
	<b>071-730-0014</b>	Identify Combat Vehicles	UNIT	SA
8. Hand Grenades and Land Mines	<b>052-192-1135</b>	Locate Mines by Probing	BCT/OSUT	AN
	<b>071-325-4401</b>	Perform Safety Checks on Hand Grenades	BCT/OSUT	SA
	<b>071-325-4407</b>	Employ Hand Grenades	BCT/OSUT	SA
	<b>071-325-4425</b>	Employ an M18A1 Claymore Mine	BCT/OSUT	QT
9. M16-Series Rifle	<b>071-008-0007</b>	Engage Targets with an M16-Series Rifle Using an AN/PAS-13 Series Thermal Sight	BCT/OSUT	AN
	<b>071-311-2025</b>	Maintain an M16-Series Rifle	BCT/OSUT	SA
	<b>071-315-2308</b>	Engage Targets with an M16-Series Rifle Using a Night Vision Sight AN/PVS-4	BCT/OSUT	QT
10. M240B Machine Gun	<b>071-025-0001</b>	Maintain an M240B Machine Gun	AIT	QT

STP 21-24-SMCT

	<b>071-025-0003</b>	Load an M240B Machine Gun	AIT	QT
	<b>071-025-0004</b>	Unload an M240B Machine Gun	AIT	QT
	<b>071-025-0007</b>	Engage Targets with an M240B Machine Gun	AIT	QT
	<b>071-025-0010</b>	Prepare a Range Card for an M240B Machine Gun	AIT	QT
11. M249 Machine Gun	<b>071-010-0006</b>	Engage Targets with an M249 Machine Gun	BCT/OSUT	AN
	<b>071-312-4025</b>	Maintain an M249 Machine Gun	BCT/OSUT	QT
	<b>071-312-4027</b>	Load an M249 Machine Gun	BCT/OSUT	AN
	<b>071-312-4028</b>	Unload an M249 Machine Gun	BCT/OSUT	AN
	<b>071-312-4032</b>	Prepare a Range Card for an M249 Machine Gun	UNIT	SA
12. M60 Machine Gun	<b>071-312-3007</b>	Prepare a Range Card for an M60 Machine Gun	UNIT	SA
	<b>071-312-3025</b>	Maintain an M60 Machine Gun	UNIT	SA
	<b>071-312-3027</b>	Load an M60 Machine Gun	UNIT	SA
	<b>071-312-3028</b>	Unload an M60 Machine Gun	UNIT	SA
	<b>071-312-3031</b>	Engage Targets with an M60 Machine Gun	UNIT	SA
13. MK19 Machine Gun	<b>071-030-0001</b>	Maintain an MK19 Machine Gun	UNIT	AN
	<b>071-030-0002</b>	Prepare a Range Card for an MK19 Machine Gun	UNIT	AN
	<b>071-030-0004</b>	Engage Targets with an MK19 Machine Gun	UNIT	AN
	<b>071-030-0005</b>	Load an MK19 Machine Gun	UNIT	AN
	<b>071-030-0006</b>	Unload an MK19 Machine Gun	UNIT	AN
	<b>071-030-0007</b>	Perform a Function Check on an MK19 Machine Gun	UNIT	AN
14. 50 M2 Caliber Machine Gun	<b>071-022-0001</b>	Maintain a Caliber .50 M2 Machine Gun	UNIT	QT
	<b>071-022-0003</b>	Load a Caliber .50 M2 Machine Gun	UNIT	QT
	<b>071-022-0004</b>	Unload a Caliber .50 M2 Machine Gun	UNIT	QT
	<b>071-022-0015</b>	Prepare a Range Card for a Caliber .50 M2 Machine Gun	UNIT	QT
	<b>071-313-3454</b>	Engage Targets with a Caliber .50 M2 Machine Gun	UNIT	QT
15. M136	<b>071-054-0001</b>	Prepare an M136 Launcher for Firing	BCT/OSUT	AN



Launcher	<b>071-054-0002</b>	Restore an M136 Launcher to Carrying Configuration	BCT/OSUT	AN
16. M203 Grenade Launcher	<b>071-311-2125</b>	Maintain an M203 Grenade Launcher	BCT/OSUT	QT
	<b>071-311-2127</b>	Load an M203 Grenade Launcher	BCT/OSUT	QT
	<b>071-311-2128</b>	Unload an M203 Grenade Launcher	BCT/OSUT	QT
	<b>071-311-2129</b>	Correct Malfunctions of an M203 Grenade Launcher	BCT/OSUT	QT
	<b>071-311-2130</b>	Engage Targets with an M203 Grenade Launcher	BCT/OSUT	QT
17. M4 Carbine	<b>071-100-0003</b>	Engage Targets with an M4 or M4A1 Carbine	UNIT	AN
	<b>071-100-0004</b>	Maintain an M4 or M4A1 Carbine	UNIT	AN
	<b>071-100-0006</b>	Load an M4 or M4A1 Carbine	UNIT	AN
	<b>071-100-0007</b>	Unload an M4 or M4A1 Carbine	UNIT	AN
18. 9mm Pistol	<b>071-004-0001</b>	Maintain an M9 Pistol	UNIT	AN
	<b>071-004-0003</b>	Load an M9 Pistol	UNIT	AN
	<b>071-004-0004</b>	Unload an M9 Pistol	UNIT	AN
	<b>071-004-0006</b>	Engage Targets with an M9 Pistol	UNIT	AN
19. Crowd Control	<b>191-376-4121</b>	Use a Riot Baton	BCT/OSUT	QT
	<b>191-376-4122</b>	Position Yourself in Riot Control Formations	BCT/OSUT	QT
20. Casualty Reporting and Handling	<b>101-515-1997</b>	Inter Isolated Remains (After Receiving Authorization)	BCT/OSUT	SA
	<b>101-515-1998</b>	Evacuate Isolated Remains	BCT/OSUT	SA
	<b>101-515-1999</b>	Recover Isolated Remains	BCT/OSUT	SA
21. Defense Measures	<b>052-191-1361</b>	Camouflage Yourself and Your Individual Equipment	BCT/OSUT	QT
	<b>052-191-1362</b>	Camouflage Equipment	UNIT	SA
	<b>191-376-4114</b>	Control Entry to and Exit From a Restricted Area	BCT/OSUT	SA
	<b>301-371-1000</b>	Report Intelligence Information	BCT/OSUT	AN
	<b>301-371-1050</b>	Implement Operations Security (OPSEC) Measures	UNIT	AN

**Skill Level 2**

<b>Subject Area</b>	<b>Task Number</b>	<b>Title</b>	<b>Training Location</b>	<b>Sust Tng Freq</b>
1. Individual Conduct and Laws of War	<b>181-101-2023</b>	Enforce the Uniform Code of Military Justice (UCMJ)	PLDC	AN
	<b>181-105-2001</b>	Enforce the Law of War and the Geneva and Hague Conventions	UNIT	AN
	<b>181-105-2002</b>	Conduct Combat Operations According to the Law of War	UNIT	AN
	<b>224-176-2426</b>	Enforce Compliance With Media Ground Rules	UNIT	SA
	<b>331-202-1050</b>	Enforce Compliance With the Code of Conduct	UNIT	AN
	<b>805C-PAD-2503</b>	Enforce Compliance With the Army's Equal Opportunity and Sexual Harassment Policies	PLDC	QT
2. First Aid	<b>081-831-0101</b>	Request Medical Evacuation	PLDC	AN
	<b>081-831-1054</b>	Evacuate Casualties	PLDC	SA
	<b>081-831-9000</b>	Implement Preventive Medicine Measures (PMM)	PLDC	SA
3. Nuclear, Biological, and Chemical (NBC)	<b>031-503-1023</b>	Protect Yourself From Nuclear, Biological, and Chemical (NBC) Injury/Contamination When Changing Mission-Oriented Protective Posture (MOPP) Gear	UNIT	SA
	<b>031-503-2001</b>	Identify Chemical Agents Using M256-Series Chemical Agent Detector Kit	UNIT	SA
	<b>031-503-2023</b>	Measure Radiation Dose Rate and Total Dose	UNIT	SA
	<b>031-503-3002</b>	Conduct Unmasking Procedures	UNIT	SA
	<b>031-503-3004</b>	Supervise the Crossing of a Contaminated Area	UNIT	SA
	<b>031-503-3005</b>	Submit an NBC 1 Report	UNIT	SA
	<b>031-503-3008</b>	Implement Mission-Oriented Protective Posture (MOPP)	UNIT	SA
	<b>031-503-3010</b>	Supervise the Employment of Nuclear, Biological, and Chemical (NBC) Markers	UNIT	AN
	<b>031-503-4002</b>	Supervise Unit Preparation for a Nuclear, Biological, and Chemical (NBC) Attack	UNIT	AN
	<b>031-506-1053</b>	Report NBC Information Using NBC 4 Report	UNIT	SA
	<b>031-506-2061</b>	Conduct a Mask Fit Test	UNIT	QT
4. Survive [Combat	<b>061-283-6003</b>	Adjust Indirect Fire	UNIT	QT

Techniques]	<b>071-326-0608</b>	Use Visual Signaling Techniques	PLDC	SA
	<b>071-326-5704</b>	Supervise Construction of a Fighting Position	PLDC	AN
	<b>071-326-5705</b>	Establish an Observation Post	PLDC	AN
5. Navigate	<b>071-329-1019</b>	Use a Map Overlay	UNIT	QT
20. Casualty Reporting and Handling	<b>805C-PAD-2060</b>	Report Casualties	UNIT	SA
21. Defense Measures	<b>071-430-0002</b>	Conduct a Defense by a Squad	PLDC	SA
22. Unit Operations	<b>071-326-5502</b>	Issue a Fragmentary Order	PLDC	QT
	<b>071-326-5503</b>	Issue a Warning Order	PLDC	QT
	<b>551-88N-0002</b>	Prepare for Unit Move	UNIT	QT
23. Security and Control	<b>191-379-4407</b>	Plan Convoy Security Operations	UNIT	QT
	<b>191-379-4408</b>	Plan Security for a Command Post (CP)	UNIT	SA
	<b>301-371-1200</b>	Process Captured Materiel	UNIT	AN
25. Equipment Checks	<b>091-CLT-4029</b>	Supervise Preventive Maintenance Checks and Services (PMCS)	PLDC	QT
	<b>101-92Y-0003</b>	Enforce Compliance With Supply Discipline Procedures	PLDC	SA
	<b>101-92Y-0004</b>	Enforce Property Accountability Policies	PLDC	SA
	<b>101-92Y-0005</b>	Enforce Compliance With Property Accountability Policies	PLDC	SA
	<b>101-92Y-0006</b>	Inspect Equipment for Accountability, Cleanliness, and Serviceability	UNIT	QT
27. Risk Management	<b>850-001-2000</b>	Employ Accident Prevention Measures and Risk Management Process	PLDC	QT
28. Administration /Management	<b>805C-PAD-2044</b>	Recommend Individual for Award	PLDC	QT
	<b>805C-PAD-2145</b>	Counsel a Soldier on the Contents of a Noncommissioned Officer Evaluation Report and NCOER Checklist	PLDC	QT
	<b>805C-PAD-2146</b>	Prepare the Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)	PLDC	AN
	<b>805C-PAD-2402</b>	Provide Input on Personnel Actions Affecting	PLDC	QT

		Subordinates		
	<b>805C-PAD-2407</b>	Recommend Disciplinary Action for a Soldier	PLDC	AN
	<b>805C-PAD-2461</b>	Maintain Accountability of Personnel (Status Report)	UNIT	SA
	<b>805C-PAD-2472</b>	Prepare a Duty Roster	UNIT	AN

**Skill Level 3**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq
1. Individual Conduct and Laws of War	<b>805C-PAD-3238</b>	Enforce the Equal Opportunity Program	BNCOC	QT
4. Survive [Combat Techniques]	<b>052-192-4053</b>	Supervise Minefield Breaching Operations	UNIT	SA
	<b>071-410-0012</b>	Conduct Occupation of an Assembly Area	BNCOC	SA
	<b>071-420-0021</b>	Conduct a Movement to Contact by a Platoon	BNCOC	SA
	<b>071-430-0003</b>	Consolidate a Squad Following Enemy Contact While in the Defense	UNIT	SA
	<b>071-430-0004</b>	Reorganize a Squad Following Enemy Contact While in the Defense	UNIT	SA
5. Navigate	<b>071-332-5000</b>	Prepare an Operation Overlay	BNCOC	QT
19. Crowd Control	<b>191-378-4302</b>	Form Squad-Size Riot Control Formations	UNIT	AN
21. Defense Measures	<b>052-195-3066</b>	Direct Construction of Nonexplosive Obstacles	UNIT	AN
	<b>071-410-0019</b>	Control Organic Fires	UNIT	SA
	<b>301-371-1052</b>	Protect Classified Information and Material	UNIT	AN
	<b>441-091-3000</b>	Supervise the Implementation of Air Defense Measures	UNIT	AN
22. Unit Operations	<b>071-326-3013</b>	Conduct a Tactical Road March	BNCOC	QT
	<b>071-326-5805</b>	Conduct a Route Reconnaissance Mission	UNIT	QT
	<b>071-332-5021</b>	Prepare a Situation Map	UNIT	QT
	<b>071-720-0015</b>	Conduct an Area Reconnaissance by a Platoon	UNIT	QT
	<b>101-92Y-0002</b>	Plan Tactical Re-Supply Operations	BNCOC	SA
	<b>301-371-1150</b>	Identify Intelligence and Electronic Warfare (IEW) Assets	BNCOC	AN

	<b>551-88M-0001</b>	Lead a Convoy Serial/March Unit	UNIT	SA
	<b>551-88N-0003</b>	Plan Unit Move	UNIT	SA
24. Enemy Personnel	<b>191-379-4450</b>	Supervise Handling of Enemy Personnel and Equipment at Squad Level	UNIT	AN
27. Risk Management	<b>850-001-3001</b>	Control Mission Safety Hazard	UNIT	QT
28. Administration /Management	<b>805C-PAD-3147</b>	Prepare the Senior Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)	UNIT	AN
	<b>805C-PAD-3594</b>	Store Classified Information and Materials	UNIT	AN

### Skill Level 4

Subject Area	Task Number	Title	Training Location	Sust Tng Freq
2. First Aid	<b>081-831-1047</b>	Supervise the Implementation of Preventive Medicine Policies	UNIT	AN
	<b>081-831-1055</b>	Ensure Unit Combat Lifesaver Requirements Are Met	UNIT	SA
4. Survive [Combat Techniques]	<b>071-326-5775</b>	Coordinate with an Adjacent Platoon	ANCOC	QT
19. Crowd Control	<b>191-379-5400</b>	Form the Platoon Into a Riot Control Formation	UNIT	SA
21. Defense Measures	<b>071-430-0006</b>	Conduct a Defense by a Platoon	ANCOC	QT
	<b>071-430-0007</b>	Consolidate a Platoon Following Enemy Contact While in the Defense	ANCOC	SA
	<b>071-430-0008</b>	Reorganize a Platoon Following Enemy Contact While in the Defense	ANCOC	SA
22. Unit Operations	<b>091-CLT-3009</b>	Supervise Maintenance Operations	ANCOC	QT
	<b>101-92Y-0001</b>	Supervise Supply Activities	UNIT	QT
	<b>101-CLT-0198</b>	Supervise Tactical Feeding Operation	UNIT	QT
	<b>151-357-0001</b>	Supervise CSS Functions During Platoon Operations	ANCOC	AN
	<b>151-357-0002</b>	Coordinate Combat Service Support (CSS) Operations	ANCOC	AN
	<b>159-200-2020</b>	Integrate Threat Capabilities Into Mission Planning.	ANCOC	QT
	<b>181-101-4001</b>	Conduct a Search/Seizure	ANCOC	SA

STP 21-24-SMCT

	<b>551-721-4326</b>	Perform Duties as Convoy Commander	UNIT	SA
26. Crime Prevention	<b>191-379-4425</b>	Implement the Unit's Crime Prevention Program	UNIT	AN
27. Risk Management	<b>850-001-4001</b>	Integrate Risk Management Into Platoon	ANCOC	QT
28. Administration /Management	<b>805C-PAD-4359</b>	Manage Soldier's Deployment Requirements	UNIT	SA
	<b>805C-PAD-4550</b>	Prepare a Standing Operating Procedure (SOP)	ANCOC	SA
	<b>805C-PAD-4597</b>	Integrate Newly Assigned Soldiers	UNIT	QT

**2-2. Subject Area Codes.****Skill Level 2**

- 1 Individual Conduct and Laws of War
- 2 First Aid
- 3 Nuclear, Biological, and Chemical (NBC)
- 4 Survive [Combat Techniques]
- 5 Navigate
- 20 Casualty Reporting and Handling
- 21 Defense Measures
- 22 Unit Operations
- 23 Security and Control
- 25 Equipment Checks
- 27 Risk Management
- 28 Administration/Management

**Skill Level 3**

- 1 Individual Conduct and Laws of War
- 4 Survive [Combat Techniques]
- 5 Navigate
- 19 Crowd Control
- 21 Defense Measures
- 22 Unit Operations
- 24 Enemy Personnel
- 27 Risk Management
- 28 Administration/Management

**Skill Level 4**

- 2 First Aid
- 4 Survive [Combat Techniques]
- 19 Crowd Control
- 21 Defense Measures
- 22 Unit Operations
- 26 Crime Prevention
- 27 Risk Management
- 28 Administration/Management

<b>SUBJECT AREAS WITHIN THE SOLDIERS MANUALS OF COMMON TASKS</b>					
Columns at right indicate subject areas included in each manual, by skill level.					
		Subject Areas in STP 21-1-SMCT	<b>Subject Areas in this STP</b>		
#	Subject Area Title	SL1	SL2	SL3	SL4
1	Individual Conduct and Laws of War	●	●	●	
2	First Aid	●	●		●
3	Nuclear, Biological, and Chemical (NBC)	●	●		
4	Survive [Combat Techniques]	●	●	●	●
5	Navigate	●	●	●	
6	Communicate	●			
7	See	●			
8	Hand Grenades and Land Mines	●			
9	M16-Series Rifle	●			
10	M240B Machine Gun	●			
11	M249 Machine Gun	●			
12	M60 Machine Gun	●			
drr 13	MK19 Machine Gun	●			
14	.50 M2 Caliber Machine Gun	●			
15	M136 Launcher	●			
16	M203 Grenade Launcher	●			
17	M4 Carbine	●			
18	9MM Pistol	●			
19	Crowd Control	●		●	●
20	Casualty Reporting and Handling	●	●		
21	Defense Measures	●	●	●	●
22	Unit Operations		●	●	●
23	Security and Control		●		
24	Enemy Personnel			●	
25	Equipment Checks		●		
26	Crime Prevention				●
27	Risk Management		●	●	●
28	Administration/Management		●	●	●



## CHAPTER 3

### Skill Levels 2-4 Tasks

#### Skill Level 2

#### Subject Area 1: Individual Conduct and Laws of War

#### Enforce the Uniform Code of Military Justice (UCMJ)

#### 181-101-2023

**Conditions:** You are a Noncommissioned Officer (NCO) in a leadership position in the U.S. Army. You are responsible for understanding that disciplinary action against a soldier for misconduct is a Command responsibility. You are responsible for understanding the military justice system, including the Uniform Code of Military Justice (UCMJ) and disciplinary options available to a Commander. You are responsible for identifying potential violations of the UCMJ and expeditiously reporting them to the appropriate authorities for investigation and processing.

**Standards:** Understand that disciplinary action against a soldier for misconduct is a Command responsibility. Understand the military justice system, including the Uniform Code of Military Justice (UCMJ) and the disciplinary options available to a Commander. Identify potential violations of the UCMJ and expeditiously report them to the appropriate authorities for investigation and processing.

#### Performance Steps

1. Describe how disciplinary action against a soldier is a Command responsibility.
2. Identify who has authority to take disciplinary action against a soldier for misconduct.
3. Describe a soldier's responsibility to identify potential or actual violations of the Uniform Code of Military Justice (UCMJ) and expeditiously report these violations to the appropriate authorities for investigation and processing.
4. Describe a Commander's responsibility to conduct a preliminary investigation into misconduct allegedly committed by a soldier under his/her command.
  - a. Describe the basis and procedures of a Commander's Inquiry.
  - b. Describe the basis and procedures of an AR 15-6 investigation.
  - c. Describe the requirement for the military police or Criminal Investigation Command (CID) to conduct a criminal investigation.
5. List the disciplinary options available to the Commander.
  - a. Describe how a Commander can take no action at all or close a case.
  - b. Describe how a Commander can use administrative or nonpunitive measures.
    - (1) List administrative or nonpunitive disciplinary measures available to a Commander.
    - (2) Describe why a Commander would wish to use nonpunitive or administrative disciplinary measures rather than impose nonjudicial punishment or proceed to court-martial.
    - (3) Describe how a NCO leader may be involved in the imposition of nonpunitive or administrative disciplinary measures, such as counseling or corrective training, to a subordinate soldier.
  - c. Describe how a Commander can use nonjudicial punishment.
    - (1) Define nonjudicial punishment.
    - (2) List the different types of nonjudicial punishment.
    - (3) Describe nonjudicial punishment procedures.
    - (4) Describe a soldier's legal rights during nonjudicial punishment procedures.
    - (5) List the maximum punishment available under nonjudicial punishment.
    - (6) Describe a soldier's appellate rights under nonjudicial punishment.

**Performance Steps**

- d. Describe how a Commander can use judicial punishment.
  - (1) Define judicial punishment.
  - (2) List the different types of court-martial in the military justice system.
  - (3) Describe judicial or court-martial procedures.
  - (4) Describe a soldier's legal rights during judicial or court-martial punishment.
  - (5) List the maximum punishment available under judicial or court-martial punishment.
  - (6) Describe a soldier's appellate rights under judicial or court-martial punishment.
- 6. List factors a Commander should consider when determining what disciplinary option to pursue.
  - a. Describe whether a Commander should consider the character and military service of the accused.
  - b. Describe whether a Commander should consider the nature and circumstances of the offense and the extent of the harm caused.
  - c. Describe whether a Commander should consider the needs of the Service and the probable effect of his/her decision on the command and the military community.
  - d. Describe whether a Commander should consider the disposition of similar offenses in the past and the general disciplinary trends within the command.
  - e. Describe whether a Commander should consider the appropriateness of the authorized punishment to the particular accused and offense.
  - f. Describe whether a Commander should determine whether he/she has jurisdiction over the accused and the offense.
  - g. Describe whether a Commander should consider the availability and admissibility of evidence against the accused.
  - h. Describe whether a Commander should consider the cooperation of the accused in the apprehension or conviction of others.
  - i. Describe whether a Commander should consider the possible improper motives of the accuser.
  - j. Describe whether a Commander should consider that the victim or others are reluctant to testify.
- 7. Describe the permissibility of a Commander discussing and gaining input from an NCO leader regarding which disciplinary option to pursue against a subordinate soldier within the unit.
- 8. Describe the authority of an NCO to issue a lawful order to a subordinate soldier.
  - a. Describe the duty of a subordinate soldier to follow this order.
  - b. Describe the potential adverse ramifications for a soldier violating this order.
  - c. Describe the elements and maximum punishment available under Article 91, UCMJ.

**Evaluation Preparation:** Setup: Evaluate this task at the end of military justice training.

Brief Soldier: Tell the soldier that he or she will be evaluated on his or her ability to understand that disciplinary action against a soldier for misconduct is a Command responsibility. Tell the soldier that he or she will also be evaluated on his or her ability to understand the military justice system, including the Uniform Code of Military Justice (UCMJ); the disciplinary options available to a Commander; and the ability to identify potential violations of the UCMJ and expeditiously report them to the appropriate authorities for investigation and processing.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Described how disciplinary action against a soldier is a Command responsibility.	—	—
2. Identified who has authority to take disciplinary action against a soldier for misconduct.	—	—
3. Described a soldier's responsibility to identify potential or actual violations of the Uniform Code of Military Justice (UCMJ) and expeditiously report these violations to the appropriate authorities for investigation and processing.	—	—

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
4. Described a Commander's responsibility to conduct a preliminary investigation into misconduct allegedly committed by a soldier under his/her command. <ul style="list-style-type: none"> <li>a. Described the basis and procedures of a Commander's Inquiry.</li> <li>b. Described the basis and procedures of an AR 15-6 Investigation.</li> <li>c. Described the requirement for the military police or Criminal Investigation Command (CID) to conduct a criminal investigation.</li> </ul>	_____	_____
5. Listed disciplinary options available to the Commander. <ul style="list-style-type: none"> <li>a. Described how a Commander can take no action at all or close a case.</li> <li>b. Described how a Commander can use administrative or nonpunitive measures.               <ul style="list-style-type: none"> <li>(1) Listed administrative or nonpunitive disciplinary measures available to a Commander.</li> <li>(2) Described why a Commander would wish to use nonpunitive or administrative disciplinary measures rather than impose nonjudicial punishment or proceed to court-martial.</li> <li>(3) Described how a NCO leader may be involved in the imposition of nonpunitive or administrative disciplinary measures, such as counseling or corrective training, to a subordinate soldier.</li> </ul> </li> <li>c. Described how a Commander can use nonjudicial punishment.               <ul style="list-style-type: none"> <li>(1) Defined nonjudicial punishment.</li> <li>(2) Listed the different types of nonjudicial punishment.</li> <li>(3) Described nonjudicial punishment procedures.</li> <li>(4) Described a soldier's legal rights during nonjudicial punishment procedures.</li> <li>(5) Listed the maximum punishment available under nonjudicial punishment.</li> <li>(6) Described a soldier's appellate rights under nonjudicial punishment.</li> </ul> </li> <li>d. Described how a Commander can use judicial punishment.               <ul style="list-style-type: none"> <li>(1) Defined judicial punishment.</li> <li>(2) Listed the different types of court-martial in the military justice system.</li> <li>(3) Described judicial or court-martial procedures.</li> <li>(4) Described a soldier's legal rights during judicial or court-martial punishment.</li> <li>(5) Listed the maximum punishment available under judicial or court-martial punishment.</li> <li>(6) Described a soldier's appellate rights under judicial or court-martial punishment.</li> </ul> </li> </ul>	_____	_____
6. Listed factors a Commander should consider when determining what disciplinary option to pursue. <ul style="list-style-type: none"> <li>a. Described whether a Commander should consider the character and military service of the accused.</li> <li>b. Described whether a Commander should consider the nature and circumstances of the offense and the extent of the harm caused.</li> <li>c. Described whether a Commander should consider the needs of the Service and the probable effect of his/her decision on the command and the military community.</li> <li>d. Described whether a Commander should consider the disposition of similar offenses in the past and the general disciplinary trends within the command.</li> <li>e. Described whether a Commander should consider the appropriateness of the authorized punishment to the particular accused and offense.</li> <li>f. Described whether a Commander should determine whether he/she has jurisdiction over the accused and the offense.</li> </ul>	_____	_____

**Performance Measures**

**GO**    **NO GO**

- |  |                   |                   |
|--|-------------------|-------------------|
| <ul style="list-style-type: none"> <li>g. Described whether a Commander should consider the availability and admissibility of evidence against the accused.</li> <li>h. Described whether a Commander should consider the cooperation of the accused in the apprehension or conviction of others.</li> <li>i. Described whether a Commander should consider the possible improper motives of the accuser.</li> <li>j. Described whether a Commander should consider that the victim or others are reluctant to testify.</li> </ul> | <p>—</p> <p>—</p> | <p>—</p> <p>—</p> |
| <p>7. Described the permissibility of a Commander discussing and gaining input from an NCO leader regarding which disciplinary option to pursue against a subordinate soldier within the unit.</p>   | <p>—</p>          | <p>—</p>          |
| <p>8. Described the authority of an NCO to issue a lawful order to a subordinate soldier.</p> <ul style="list-style-type: none"> <li>a. Described the duty of a subordinate soldier to follow this order.</li> <li>b. Described the potential adverse ramifications for a soldier violating this order.</li> <li>c. Described the elements and maximum punishments available under Article 91, UCMJ.</li> </ul>  | <p>—</p>          | <p>—</p>          |

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

**Enforce the Law of War and the Geneva and Hague Conventions**  
**181-105-2001**

**Conditions:** You are a soldier in the U.S. Army. As a soldier, you are responsible for identifying, understanding, and complying with the provisions of the Law of War, including the Geneva and Hague Conventions. You are also responsible for identifying and notifying the appropriate authorities of any suspected or known violations of the Law of War. The appropriate authorities, including your chain of command, must enforce the provisions of the Law of War, including the Geneva and Hague Conventions.

**Standards:** Identify, understand, and comply with the Law of War. Identify problems or situations that violate the policies and take appropriate action, including notifying appropriate authorities, so that expedient action may be taken to correct the problem or situation.

**Performance Steps**

1. Identify the key violations of the Law of War.
  - a. Define what is a Law of War violation.
  - b. Identify the two general types of war crimes.
  - c. Define what constitutes a Grave Breach and give examples.
  - d. Describe what obligations exist if there is a Grave Breach.
  - e. Define what constitutes an Other Than Grave Breach, or a Simple Breach, and give examples.
  - f. Describe what obligations exist if there is a Simple Breach.
2. Describe the responsibilities of U.S. soldiers to obey the Law of War.
  - a. Describe how U.S. soldiers are bound to obey all the rules of the Customary Law of War and the Hague and Geneva Conventions.
  - b. Describe how U.S. soldiers may be court-martialed for violating these rules.
  - c. Describe how U.S. soldiers may also be prosecuted for committing a war crime.
3. Describe the responsibilities of the Commander in regards to violations of the Law of War.
  - a. Describe how the legal responsibility for the commission of a war crime can be placed on the Commander as well as the subordinate who actually commits the war crime.
  - b. Describe the circumstances under which a Commander may be prosecuted for the commission of a war crime.
4. Describe a criminal order and a soldier's responsibility toward a criminal order.
  - a. Describe the applicability of a soldier asserting the defense of "obeying a superior order" for the commission of a war crime.
  - b. Describe whether a subordinate soldier, who actually commits a war crime, is excused from prosecution if the Commander is charged with the commission of the war crime.
  - c. Describe the responsibility of a soldier to disobey any order which requires the soldier to commit criminal acts in violation of the Law of War.
  - d. Describe the responsibility of a soldier to obey the Rules of Engagement and the potential consequences for violating the Rules of Engagement.
  - e. Describe the responsibility of the soldier to ask a superior for clarification of an order presumed to be criminal or illegal.
5. Identify the key requirements in processing violations of the Law of War.
  - a. Describe what actions are required when a Law of War violation is suspected.
  - b. Describe what your combatant Commander-in-Chief's (CINC) guidance is.
  - c. Describe the requirement to report suspected violations of the Law of War.
  - d. Describe what the obligations of the Investigative Team are.
    - (1) Describe who appoints the Investigating Officer(s).
    - (2) Describe the qualifications of the Investigating Officer(s).
    - (3) Describe the importance of timely collection of information/evidence.
    - (4) Describe the Initial Report format.

**Evaluation Preparation:** Setup: Evaluate this task at the end of Law of War training.

**Brief Soldier:** Tell the soldier that he or she will be evaluated on his or her ability to identify, understand, and comply with the Law of War, including the Geneva and Hague Conventions. Tell the soldier that he or she will also be evaluated on his or her ability to identify problems or situations that violate the Law of War and take appropriate action, including notifying appropriate authorities of actual or suspected violations, so that expedient action may be taken to correct the problem or situation.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Identified the key violations of the Law of War.	_____	_____
a. Defined what is a Law of War violation.		
b. Identified the two general types of war crimes.		
c. Defined what constitutes a Grave Breach and gave examples.		
d. Described what obligations exist if there is a Grave Breach.		
e. Defined what constitutes an Other Than Grave Breach, or a Simple Breach, and gave examples.		
f. Described what obligations exist if there is a Simple Breach.		
2. Described the responsibilities of U.S. soldiers to obey the Law of War.	_____	_____
a. Described how U.S. soldiers are bound to obey all the rules of the Customary Law of War and the Hague and Geneva Conventions.		
b. Described how U.S. soldiers may be court-martialed for violating these rules.		
c. Described how U.S. soldiers may also be prosecuted for committing a war crime.		
3. Described the responsibilities of the Commander in regards to violations of the Law of War.	_____	_____
a. Described how the legal responsibility for the commission of a war crime can be placed on the Commander as well as the subordinate who actually commits the war crime.		
b. Described the circumstances under which a Commander may be prosecuted for the commission of a war crime.		
4. Described a criminal order and a soldier's responsibility toward a criminal order.	_____	_____
a. Described the applicability of a soldier asserting the defense of "obeying a superior order" for the commission of a war crime.		
b. Described whether a subordinate soldier, who actually commits a war crime, is excused from prosecution if the Commander is charged with the commission of the war crime.		
c. Described the responsibility of a soldier to disobey any order which requires the soldier to commit criminal acts in violation of the Law of War.		
d. Described the responsibility of a soldier to obey the Rules of Engagement and the potential consequences for violating the Rules of Engagement.		
e. Described the responsibility of the soldier to ask a superior for clarification of an order presumed to be criminal or illegal.		
5. Identified the key requirements in processing violations of the Law of War.	_____	_____
a. Described what actions are required when a Law of War violation is suspected.		
b. Described what your combatant Commander-in-Chief's (CINC) guidance is.		
c. Described the requirement to report suspected violations of the Law of War.		
d. Described what the obligations of the Investigative Team are.		
(1) Described who appoints the Investigating Officer(s).		
(2) Described the qualifications for the Investigating Officer(s).		
(3) Described the importance of timely collection of information/evidence.		
(4) Described the Initial Report format.		

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

**Conduct Combat Operations According to the Law of War**  
**181-105-2002**

**Conditions:** You are a soldier in a deployed unit which has a mission that requires you and your subordinates to be actively involved in operations that are governed by the Law of War.

**Standards:** Conduct your operations in accordance with the Law of War and employ actions to prevent violations of the Law of War.

**Performance Steps**

1. Identify the key elements of the Hague and Geneva Conventions that pertain to combat operations.
  - a. Unlawful and lawful targets.
  - b. Noncombatants.
  - c. Lawful use of force.
  - d. Protected property - property dedicated to the humanities, structures and items of cultural or historical significance, and schools, orphanages and other places dedicated to the use and benefit of children.
  - e. Protected medical transports and facilities.
  - f. Proper use of medical service symbols, a flag of truce, national emblems, and/or insignia or uniforms of an opposing force.
  - g. Define perfidy and treachery.
  - h. Proportionate use of force.
    - i. List weapons and action that causes unnecessary suffering and harm.
    - j. List duties of the captor to Prisoners of War, retained persons and detainees.
    - k. List duties of combatants toward civilians and civilian property.
      - l. List rights, responsibilities and discipline of Prisoners of War.
    - m. List war crimes constituting grave breaches.
    - n. List State obligations when evidence of a war crime exists.
    - o. List requirements to report Law of War violations.
2. Employ actions to prevent violations of the Law of War.
  - a. Protect:
    - (1) Noncombatants/civilians.
    - (2) Property.
    - (3) Prisoners of War, retained persons and detainees.
    - (4) Medical transports and facilities.
  - b. Prevent engagement of unlawful targets.
    - (1) Protective emblems.
    - (2) Do not attack noncombatants and protected property.
    - (3) Do not fire indiscriminately.
    - (4) Rules of Engagement.
  - c. List actions to prevent excessive use of force.
  - d. List actions to prevent unauthorized use of medical service symbols, flags of truce, national emblems, and enemy uniform/insignia.
  - e. List actions to prevent unnecessary destruction or seizure of property.
  - f. List actions to prevent unnecessary suffering and harm.
  - g. List actions to enforce the rights and responsibilities of prisoners of war.
  - h. Describe the obligations of a military commander with respect to prevention, suppression, and prosecution of war crimes.
    - i. Describe the concept of command responsibility in relation to war crimes.
    - j. List methods for reporting violations of the Law of War.

**Evaluation Preparation:** Setup: Evaluate this task at the end of Law of War training.



Brief Soldier: Tell the soldier that he or she will be evaluated on his or her ability to conduct combat operations in accordance with the Law of War and employ actions to prevent violations of the Law of War.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Employed actions that prevent Law of War violations and war crimes to protect: <ul style="list-style-type: none"> <li>a. Noncombatants and civilians.</li> <li>b. Property.</li> <li>c. Prisoners of War and detainees.</li> <li>d. Protected medical transports and facilities.</li> </ul>	—	—
2. Employed actions that prevented Law of War violations and war crimes: <ul style="list-style-type: none"> <li>a. Engagement of lawful targets.</li> <li>b. Excessive use of force.</li> <li>c. Unauthorized use of medical services symbol, flag of truce, national emblems, and enemy insignias and uniforms.</li> <li>d. Unnecessary suffering and harm.</li> </ul>	—	—
3. Employed actions that enforce the rights and responsibilities of Prisoners of War.	—	—
4. Listed the duties of the captor to Prisoners of War, retained persons and detainees.	—	—
5. Listed the duties of combatants toward civilians and civilian property.	—	—
6. Listed the rights and responsibilities of Prisoners of War.	—	—
7. Listed war crimes that constitute grave breaches.	—	—
8. Listed the State obligations that occur when evidence of a war crime exists.	—	—
9. Listed the requirement to report Law of War violations.	—	—
10. Listed the specific rules of engagement.	—	—
11. Listed the commander's primary responsibilities.	—	—

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

**Enforce Compliance With Media Ground Rules**  
**224-176-2426**

**Conditions:** Given a copy of your command/installation's media ground rules in a field, MOUT or garrison environment, enforce compliance with the rules.

**Standards:** Identified the steps for enforcing media ground rules.

**CAUTION:** Media ground rules may change between various command levels within garrison, field and deployment environments.

**Performance Steps**

1. Ground rules recognize the importance of media coverage of military operations and are not intended to prevent release of derogatory, embarrassing or negative information. However, during operations, specific information on friendly troop movements, tactical deployments, and dispositions could jeopardize operational security and endanger lives.
2. Commanders and public affairs practitioners will establish basic ground rules ensuring the free flow of information while safeguarding classified materials or operational plans.
3. Ground rules are area specific and should be obtained from the local Public Affairs Office or representative.
4. Media representatives are required to contact Public Affairs prior to conducting any media-related activities.
5. Determine if the media representative is aware of area ground rules, if not explain violations.
6. Be professional.
7. Inform the chain of command and public affairs representative if ground rules are violated.

**Evaluation Preparation:** Setup: Provide soldier with a copy of the media ground rules. Obtain ground rules from the local PAO, chain of command or refer to FM 46-1 Public Affairs Operations. Have one soldier play the part of a media representative.

**Brief soldier:** Tell the soldier media representatives are in the area and want to interview soldiers for a print or broadcast story. Evaluate the soldier on his or her ability to enforce media ground rules.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Ensured soldier knows where to obtain a copy of media ground rules.	___	___
2. Ensured soldier could define media ground rules.	___	___
3. Briefed media representative of violations to established ground rules.	___	___
4. Reported ground rule violations to chain of command or public affairs representative.	___	___

**Evaluation Guidance:** Score the soldier GO if 70 percent or more of the performance measures are passed and NO GO if less than 70 percent of the measures are passed. If the soldier scores NO GO on a performance measure, show or tell the soldier what was wrong and how to perform the measure correctly.

**References**

**Required**  
AR 360-5  
AR 360-81

**Related**  
FM 46-1

**Enforce Compliance with the Code of Conduct**  
**331-202-1050**

**Conditions:** As the senior military person in a unit where you and members of your unit are placed in a survival/evasion/resistance/ escape situation. All members of your unit have completed Code of Conduct training during the pre-deployment training phase.

**Standards:** Demonstrate knowledge of the six articles of the Code of Conduct by establishing and sustaining a chain of command, good discipline, and a means of communications. Provide positive moral, ethical leadership and direction on how to survive, evade, resist, and escape in accordance with the guidelines established in the Code of Conduct.

**Performance Steps**

1. Article I: I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
  - a. Explanation. The Code applies to all service members at all times, whether in active combat, in captivity, or in peacetime as a result of hostage situations and terrorist activities. Members of the Armed Forces have a duty to support U.S. interest and oppose U.S. enemies regardless of the circumstances.
    - (1) Medical personnel and chaplains are given special "retained status" by the 1949 Geneva Convention including the GPW. The GPW requires that medical personnel and chaplains be allowed to perform their professional duties while captured. However, the captors control the degree to which these duties can be performed. But, even while performing limited professional duties, medical personnel and chaplains are held accountable for all their actions.
    - (2) Recent experience has shown that captors have disregarded the GPW. All confined personnel have been subjected to the same coercive PW management practices. Therefore, all soldiers should be aware of the behavior standards of the Code and should receive training in its application.
    - (3) Past experience of captured Americans reveals that honorable survival of captivity requires that a member possess a high degree of dedication and motivation. Maintaining this qualities requires-
      - a. Knowledge of and a strong belief in the advantages democratic institutions and concepts.
      - b. Love of and faith in the U.S. and a conviction that the country's cause is just.
      - c. Faith in and loyalty to fellow prisoners
      - d. When prisoners possess the dedication and motivation fostered by a through c above, they are better able to survive long, stressful periods of captivity and return to country and family honorably and with their self-esteem intact.
2. Article II: I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
  - a. Explanation. Members of the Armed Forces may never surrender voluntarily. A soldier's duty is to avoid capture and return to friendly forces even when isolated, and no longer able to inflict casualties on the enemy or otherwise defend themselves.
    - (1) It is only when evasion by Service members is impossible and further fighting would lead to their death with no significant loss to the enemy that the means to resist or evade might be considered exhausted and not be considered a dishonorable act.
    - (2) The responsibility and authority of a commander never extends to the surrender of command, even if isolated, cut off, or surrounded, while the unit has the power to resist, break out, or evade to rejoin friendly forces.

**Performance Steps**

- (3) Medical personnel and chaplains may have an occasion to remain with the sick and wounded. If captured, such actions are not considered voluntary surrender under the terms of Article II.
3. Article III: If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
- a. Explanation. Members must understand that a captive situation is to be considered an extension of the battlefield and the enemy has used a variety of tactics to exploit PWs in disregard of the Geneva Convention of 1949 Relative to the Treatment of Prisoners of War (GPW). These efforts have included physical and mental harassment, general mistreatment and torture, medical neglect, and political indoctrination. The duty of a member of the Armed Forces to continue resistance to enemy exploitation by all means available is not lessened by the misfortune of capture.
- (1) Special favors or privileges have been offered to PW's in return for statements, information, and pledges or agreements not to try to escape. Soldiers must not seek special privileges or accept favors at the expense of fellow PWs.
  - (2) Soldiers are prohibited from signing any parole agreements. Parole agreements are promises given the captor by a PW to get special privileges or release from captivity.
  - (3) Medical personnel and chaplains who are captured must assert their right as "retained personnel" to perform their medical and religious duties for the benefit of PWs. They must take every
  - (4) If medical personnel and chaplains are treated as "retained personnel," they must not perform any actions that could be detrimental to PWs or other interests of the United States.
  - (5) If the enemy fully honors and implements the agreements of the Geneva Conventions and does not attempt to exploit PWs, soldiers must not interfere with the proper, humanitarian administration of the PW camp.
  - (6) Individuals who are recaptured after an escape attempt are protected by Articles 91 through 94 of the GPW. The GPW states that punishment will be for the escape attempt only, provided that-
    1. PWs have committed offenses for the sole purpose of aiding their escape.
    2. Offenses committed do not involve violence against life or limb.
  - (7) Under the GPW, captured medical personnel and chaplains are to be returned to their own forces when they are no longer needed to perform their duties.
  - (8) Soldiers will not bargain with the enemy for their own early release ahead of fellow PWs because this would be a failure to keep faith.
  - (9) The senior military PW should control and supervise release of PWs if the enemy permits. The GPW intends that PWs be released in the following order:
    1. Seriously sick and wounded as soon as their medical condition permits movement.
    2. Other PWs on a first-captured-first-released basis.
  - (10) Enemy release policies that differ from the GPW should be regarded with suspicion.
4. Article IV: If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
- a. Explanation. Officers and noncommissioned officers will continue to carry out their responsibilities and to exercise their authority in captivity.
- (1) Strong leadership is essential to discipline. Without discipline camp organization, resistance, and even survival may be impossible in captivity

### Performance Steps

- (2) Informing on fellow PWs is forbidden. PWs must especially avoid helping the enemy to identify fellow PWs who have information that is of value to the enemy. These PWs may be made to suffer coercive interrogation because of their knowledge.
  - (3) Personal hygiene, camp sanitation, and care of the sick and wounded are imperative.
  - (4) The senior person (officer or enlisted) with the PW camp or with a group of PWs will assume command according to rank without regard to Service. A chain of command will be designated and communicated to all PWs. The chain of command will represent PWs in dealing with enemy authorities. The responsibility of subordinates to obey the lawful orders of ranking American military personnel remains unchanged in captivity.
  - (5) The GPW indicates that in PW camps with enlisted personnel only, a prisoner's representative will be elected. However, it is U.S. policy that the prisoner's representative does not have command unless the representative is also the senior military person regardless of Service. The senior military person will assume and retain actual command covertly if necessary.
  - (6) Maintaining communication is one of the most important ways that PWs can aid one another. Communication breaks down the barrier of isolation (constructed by the enemy) and helps strengthen the PW's will to resist. Immediately upon capture, each PW will try to make contact with fellow PWs by any means available and will actively continue to communicate and participate as part of the PW organization.
  - (7) Medical personnel are generally prohibited from assuming command over nonmedical personnel.
  - (8) Chaplains are generally prohibited from assuming command over military personnel of any branch
  - (9) Military service regulations which restrict the eligibility of medical personnel and chaplains for command will be explained to personnel of all Services so there will be no confusion in a PW camp.
  - (10) If the enemy does not permit a military command structure to be formed or to function, an organization of elected representatives as provided for in the GPW may be established. However, in such a case, the senior person will continue to exercise authority over all PW matters, covertly if necessary.
5. Article V: When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
- a. Explanation. When questioned, a PW is required by the Geneva Conventions and the Code of Conduct, E.O. 10631 and is permitted by the UCMJ, to give name, rank, service number, and date of birth. Under the Geneva Conventions the enemy has no right to try to force a PW to provide any additional information. However, it is unrealistic to expect a PW to remain confined for years reciting only name, rank, service number, and date of birth. There are many PW camp situations in which certain types of conversation with the enemy are permitted. For example, a PW is allowed, but not required by the Code of Conduct, the UCMJ, or the Geneva Conventions to fill out a Geneva Conventions "capture card, to write letters home, and to communicate with captors on matters of health and welfare.
  - (1) The senior military prisoner is required to represent the prisoners in matters of camp administration, work details, health, welfare, and grievances. However, it must be constantly borne in mind that the enemy has often viewed PWs as valuable sources of military information and of propaganda that can be used to further the enemy's war effort.

**Performance Steps**

- (2) Each PW must exercise great caution when filling out a capture card, communicating with the captor, and writing letters. A PW must resist, avoid, or evade, even when physically or mentally coerced, all enemy efforts to secure statements or actions that will further the enemy's cause. Such statements or actions constitute giving the enemy unauthorized information. Examples include-
    1. Oral or written confessions
    2. Questionnaires
    3. Personal history statements
    4. Propaganda recordings and broadcast appeals to other PWs to comply with improper captor demands
    5. Appeals for surrender or parole
    6. Self-criticisms
    7. Oral or written statements or communications helpful to the enemy or harmful to the U.S., its allies, the Armed Forces, or other PW's
  - (3) A PW should recognize that any confession signed or any statement made may be used by the enemy as part of a false accusation that the captive is a war criminal rather than a PW. Moreover, certain countries qualify their acceptance of the GPW, stating that a war crimes conviction has the effect of depriving the convicted individual of PW status. This action may remove the PW from protection under the GPW and lead to a loss of the right repatriation until a prison sentence is served.
  - (4) If a PW finds that, under intense coercion, unauthorized information was unwillingly or accidentally disclosed, the PW should develop a fresh mental defense to recover control and develop a new line of resistance.
  - (5) Experience has shown that although enemy interrogation sessions can be harsh and cruel, it is possible to resist when a will to resist exists.
  - (6) The best way for PWs to keep faith with their country, fellow PWs and themselves is to provide the enemy with as little information as possible.
  - (7) Article V and its explanation applies equally to medical personnel and chaplains (retained personnel). These personnel are required to communicate with a captor in connection with their professional responsibilities, but are subject to the restraints discussed under Article I.
6. Article VI: I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.
- a. Explanation. A member of the Armed Forces remains responsible for personal actions at all times. Article VI is designed to assist members of the Armed Forces to fulfill their responsibilities and survive captivity with honor. The Code of Conduct, E.O 10631, does not conflict with the UCMJ, and the latter continues to apply to each military member during captivity or other hostile detention.
    - (1) Upon repatriation, PWs can expect their actions to be subject to review, both as to circumstances of capture and to conduct during detention. The purpose of such review is to recognize meritorious performance as well as to investigate any allegations of misconduct. Such reviews will be conducted considering the rights of the individual and the conditions of captivity.
    - (2) A member of the Armed Forces who is captured has a continuing obligation to resist all attempts at indoctrination and to remain loyal to country, Service, and unit.
    - (3) The life of a PW can be very hard. PWs who stand firm and united against enemy pressures will aid one another immeasurably in surviving this ordeal.





5. Complies with Article V of the Code of Conduct
6. Complies with Article VI of the Code of Conduct

#### Feedback

Conduct an exercise After Action Review to allow training participants to discover for themselves what happened, why it happened, and how it can be done better. Once all key points have been discussed and linked to future training, the evaluator will make the appropriate notes for inclusion into the score. Score the soldier a GO if all performance measures were passed. Score the soldier a NO-GO if any performance measure was failed.

#### References

##### Required

AR 350-30  
DODD 1300.7  
FM 3-05.71

##### Related

331-S-0001  
331-S-0002  
GTA 21-3-10  
GTA 21-3-9

**Enforce Compliance With the Army's Equal Opportunity and Sexual Harassment Policies**  
**805C-PAD-2503**

**Conditions:** You are a small unit/section leader responsible for the supervision of personnel. Personnel include both male and female, and represent different races, colors, religions, and national origins. You have access to AR 600-20, FM 22-100, the Unit's and Army Equal Opportunity and Sexual Harassment Policies.

**Standards:** Demonstrated personal behavior and leadership consistent with the Army's Equal Opportunity (EO) and Prevention of Sexual Harassment (POSH) policies. Enforced compliance with the Army's EO, POSH and the Army's Extremist Activities policies.

**Performance Steps**

1. Act in accordance with the Army's EO and Sexual Harassment policies.
  - a. Demonstrate Army Values associated with EO.
    - (1) Display unquestionable loyalty.
    - (2) Follow your higher duty to the Army and the nation.
    - (3) Treat people as they should be treated.
    - (4) Live up to all the Army values.
  - b. Conform to the Army's Equal Opportunity and Sexual Harassment policies by avoiding:
    - (1) Making racial or sexual comments and/or gestures.
    - (2) Making national origin or religious comments/jokes/slurs.
    - (3) Displaying racist or sexually offensive visual materials.
    - (4) Making unsolicited and unwelcome sexual contact with fellow soldiers.
    - (5) Stereotyping fellow soldiers or make assumptions about their cultural background, race, religion, or beliefs.
    - (6) Using profanity or sexually oriented language.
    - (7) Discounting the religious beliefs of fellow soldiers.
    - (8) Belonging to extremist organizations or participate in extremist activities.
  - c. Demonstrate leadership consistent with EO and sexual harassment policies.
    - (1) Treat subordinates with dignity and respect.
    - (2) Treat subordinates fairly and equally.
    - (3) Recognize and respect subordinates' individual needs, aspirations and capabilities.
    - (4) Avoid discriminating against subordinates based on race, color, national origin, gender or religion.
    - (5) Avoid using language that demeans, excludes or offends subordinates.
2. Maintain your unit free from unlawful discrimination and sexual harassment.
  - a. Ensure subordinates understand Army and unit EO and sexual harassment policies and procedures.
    - (1) Ensure subordinates understand required standards of behavior.
    - (2) Counsel subordinates on the legal and administrative repercussions of EO/sexual harassment violations.
    - (3) Ensure subordinates understand recommended techniques for dealing with sexual harassment.
    - (4) Ensure subordinates understand the EO and sexual harassment complaint process.
    - (5) Ensure subordinates understand the Army policy on extremist activities and organizations.
  - b. Make on-the-spot corrections of subordinates whose behaviors are contrary to Army EO and sexual harassment policies.
    - (1) Correct soldiers using racial or sexually harassing nonverbal gestures.
    - (2) Correct soldiers using racial or sexually harassing verbal comments.
    - (3) Correct soldiers displaying racial or sexually harassing visual materials.
    - (4) Avoid allowing intimidation, harassment, or reprisal against soldiers for making complaints.

**Evaluation Preparation:** Setup: This task can be tested in an administrative or field environment. Give the soldier a scenario that provides sufficient information to evaluate their knowledge of the Army's Equal Opportunity and Sexual Harassment policies, prohibited acts, and actions that should be taken if a violation occurred.

**Brief Soldier:** Inform soldier that they will be tested on their knowledge of the Army's Equal Opportunity and Sexual Harassment policies, prohibited acts, and actions that should be taken if a violation occurred.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Acted in accordance with the Army's EO and Sexual Harassment policies.	—	—
a. Demonstrated Army Values associated with EO.		
(1) Displayed unquestionable loyalty.		
(2) Followed your higher duty to the Army and the nation.		
(3) Treated people as they should be treated.		
(4) Lived up to all the Army values.		
b. Conformed to the Army's Equal Opportunity and Sexual Harassment policies.		
(1) Avoided making racial or sexual comments and/or gestures.		
(2) Avoided making national origin or religious comments/jokes/slurs.		
(3) Avoided displaying racist or sexually offensive visual materials.		
(4) Avoided making unsolicited and unwelcomed sexual contact with fellow soldiers.		
(5) Avoided stereotyping fellow soldiers or making assumptions about their cultural background, race, religion, or beliefs.		
(6) Avoided using profanity or sexually oriented language.		
(7) Avoided discounting the religious beliefs of fellow soldiers.		
(8) Avoided belonging to extremist organizations or participating in extremist activities.		
c. Demonstrate leadership consistent with EO and sexual harassment policies.		
(1) Treated subordinates with dignity and respect.		
(2) Treated subordinates fairly and equally.		
(3) Recognized and respected subordinates' individual needs, aspirations and capabilities.		
(4) Avoided discriminating against subordinates based on race, color, national origin, gender or religion.		
(5) Avoided using language that demeaned, excluded or offended subordinates.		
2. Maintained your unit free from unlawful discrimination and sexual harassment.	—	—
a. Ensured subordinates understand Army and unit EO/Sexual Harassment policies and procedures.		
(1) Ensured subordinates understand required standards of behavior.		
(2) Counseled subordinates on the legal and administrative repercussions of EO/sexual harassment violations.		
(3) Ensured subordinates understand recommended techniques for dealing with sexual harassment.		
(4) Ensured subordinates understand the EO and sexual harassment complaint process.		
(5) Ensured subordinates understand the Army policy On extremist activities and organizations.		
b. Made on-the-spot corrections of subordinates whose behaviors were contrary to Army EO and Sexual Harassment policies.		
(1) Corrected soldiers using racial or sexually harassing nonverbal gestures.		
(2) Corrected soldiers using racial or sexually harassing verbal comments.		

**Performance Measures**

**GO    NO GO**

- (3) Corrected soldiers displaying racial or sexually harassing visual materials.
- (4) Avoided allowing intimidation, harassment, or reprisal against soldiers for making complaints.

**Evaluation Guidance:** Score the soldier GO for each performance measure accomplished. Score the soldier NOGO for each performance measure not accomplished. Soldier must receive a GO on all performance measures to receive a GO for the task. If the soldier receive a NOGO, show the soldier the performance measures he/she missed.

**References**

**Required**

AR 600-13  
AR 600-20  
DA PAM 350-20  
DODDIR 7050.6  
FM 22-100  
MANUAL-MCM  
TC 26-6

**Related**

## Subject Area 2: First Aid

**Request Medical Evacuation****081-831-0101**

**Conditions:** You have a casualty requiring medical evacuation and a patient pickup site. Necessary equipment and materials: operational communications equipment, medical evacuation (MEDEVAC) request format, a standard scale military map, a grid coordinate scale, and unit signal operation instructions (SOI).

**Standards:** Transmitted a MEDEVAC request, providing all necessary information within 25 seconds. Transmitted, as a minimum, line numbers 1 through 5 during the initial contact with the evacuation unit. Transmitted lines 6 through 9 while the aircraft or vehicle was en route, if not included during initial contact.

**Performance Steps**

1. Collect all applicable information needed for the MEDEVAC request.
  - a. Determine the grid coordinates for the pickup site.
  - b. Obtain radio frequency, call sign, and suffix.
  - c. Obtain the number of patients and precedence.
  - d. Determine the type of special equipment required.
  - e. Determine the number and type (litter or ambulatory) of patients.
  - f. Determine the security of the pickup site.
  - g. Determine how the pickup site will be marked.
  - h. Determine patient nationality and status.
  - i. Obtain pickup site NBC contamination information normally obtained from the senior person or medic.

NOTE: NBC line 9 information is only included when contamination exists.

2. Record the gathered MEDEVAC information using the authorized brevity codes. (See Figure 0101-1.)

NOTE: Unless the MEDEVAC information is transmitted over secure communication systems it must be encrypted except as noted in step 3b(1).

- a. Location of pickup site (line 1). (See task 071-329-1006, Navigate From One Point on the Ground to Another Point While Dismounted.)
  - b. Radio frequency, call sign, and suffix (line 2). (See task 113-305-1001, Communicate by a Tactical Radio.)
  - c. Numbers of patients by precedence (line 3).
  - d. Special equipment required (line 4).
  - e. Number of patients by type (line 5).
  - f. Security of pickup site (line 6).
  - g. Method of marking pickup site (line 7).
  - h. Patient nationality and status (line 8).
  - i. NBC contamination (line 9).
3. Transmit the MEDEVAC request.
    - a. Contact the unit that controls the evacuation assets.
      - (1) Make proper contact with the intended receiver.
      - (2) Use effective call sign and frequency assignments from the SOI.
      - (3) Give the following in the clear "I HAVE A MEDEVAC REQUEST;" wait 1-3 seconds for response. If no response, repeat the statement.
    - b. Transmit the MEDEVAC information in the proper sequence.
      - (1) State all line item numbers in clear text. The call sign and suffix (if needed) in line 2 may be transmitted in the clear.

**Performance Steps**

NOTE: Line numbers 1 through 5 must always be transmitted during the initial contact with the evacuation unit. Lines 6 through 9 may be transmitted while the aircraft or vehicle is en route.

- (2) Follow the procedure provided in the Explanation column of the MEDEVAC request format to transmit other required information.
- (3) Pronounce letters and numbers in accordance with appropriate radio telephone procedure.
- (4) Take no longer than 25 seconds to transmit.
- (5) End the transmission by stating "over."
- (6) Keep the radio on and listen for additional instructions or contact from the evacuation unit.

Performance Steps

LINE	ITEM	EXPLANATION	WHERE/HOW OBTAINED	WHO NORMALLY PROVIDES	REASON
1	Location of Pickup Site.	Encrypt the grid coordinates of the pickup site. When using the DRYAD Numeral Cipher, the same ?SET? line will be used to encrypt the grid zone letters and the coordinates. To preclude misunderstanding, a statement is made that grid zone letters are included in the message (unless unit SOP specifies its use at all times).	From Map	Unit Leader(s)	Required so evacuation vehicle knows where pick up patient. Also, that the unit coordinating the evacuation mission can plan the route for the evacuation vehicle (if the evacuation vehicle must pick up from more than one location).
2	Radio Frequency, Call Sign, and Suffix	Encrypt the frequency of the radio at the pickup site, not a relay frequency. The call sign (and suffix if used) of person to be contacted at the pickup site may be transmitted in the clear.	From SOI	RTO	Required so that evacuation vehicle can contact requesting unit while en route (obtain additional information or change situation or directions)
3	Number of Patients by Precedence	Report only applicable information and encrypt the brevity codes. A - URGENT. B - URGENT-SURG. C - PRIORITY. D - ROUTINE. E - CONVENIENCE. If two or more categories must be reported in the same request, insert the word ?BREAK? between each category.	From Evaluation of Patient(s)	Medic or Senior Person Present	Required by unit controlling the evacuation vehicles to assist prioritizing missions.
4	Special Equipment Required	Encrypt the applicable brevity codes. A - None. B - Hoist. C - Extraction equipment. D - Ventilator.	From Evaluation of Patient/ Situation	Medic or Senior Person Present	Required so that the equipment can be placed on board the evacuation vehicle prior to the start of the mission.
5	Number of Patients by Type	Report only applicable information and encrypt the brevity code. If requesting MEDEVAC for both types, insert the word ?BREAK? between the litter entry and ambulatory entry. L + # of Pnt - Litter A + # of Pnt - Ambulatory (sitting)	From Evaluation of Patient(s)	Medic or Senior Person Present	Required so that the appropriate number of evacuation vehicles may be dispatched to the pickup site. They should be configured to carry the required number of patients requiring evacuation.
6	Security of Pickup Site (Wartime)	N - No enemy troops in area. P - Possibly enemy troops in area (approach with caution). E - Enemy troops in area (approach with caution). X - Enemy troops in area (armed escort required).	From Evaluation of Situation	Unit Leader	Required to assist the evacuation crew in assessing the situation and determining if assistance is required. More definitive guidance can be furnished to the evacuation vehicle when it is en route (specific location of enemy troops, assist an aircraft in planning its approach)

Figure 0101-1a

**Performance Steps**

LINE	ITEM	EXPLANATION	WHERE/HOW OBTAINED	WHO NORMALLY PROVIDES	REASON
6	Number and Type of Wound, Injury, or Illness (Peacetime)	Specific information regarding patient wounds by type (gunshot or shrapnel). Report serious bleeding, along with patient blood type, if known.	From Evaluation of Patient	Medic or Senior Person Present	Required to assist evacuation personnel determining treatment and special equipment needed.
7	Method of Marking Pickup Site	Encrypt the brevity codes. A - Panels. B - Pyrotechnic signal. C - Smoke signal. D - None. E - Other.	Based on Situation and Availability of Materials	Medic or Senior Person Present	Required to assist evacuation crew identifying the specific location of the pickup. Note that the color of the panels or smoke should not be transmitted until the evacuation vehicle contacts the unit (just prior to its arrival). For security, the crew should identify the color and the unit verify it.
8	Patient Nationality and Status	The number of patients in each category need not be transmitted. Encrypt only the applicable brevity codes. A - US military. B - US civilian. C - Non-US military. D - Non-US civilian. E - EPW	From Evaluation of Patient	Medic or Senior Person Present	Required to assist planning for destination facilities and need guards. Unit request support should ensure that there is an English speaking representative at the pickup site.
9	NBC Contamination (Wartime)	Include this line only when applicable. Encrypt the applicable brevity codes. N - Nuclear. B - Biological. C - Chemical.	From Situation	Medic or Senior Person Present	Required to assist planning for the mission (Determine which evacuation vehicle will accomplish the mission and when it will be accomplished).
9	Terrain Description (Peacetime)	Include details of terrain features in and around proposed landing site. If possible, describe relationship of site to prominent terrain feature (lake, mountain, tower).	From Area Survey	Personnel at Site	Required to allow evacuation personnel assess route/avenue of approach into area. Particular importance to hoist operation required.

Figure 0101-1b

**Evaluation Preparation:** Setup: Evaluate this task during a training exercise involving a MEDEVAC aircraft or vehicle, or simulate it by creating a scenario and providing the information as the soldier requests it. You or an assistant will act as the radio contact at the evacuation unit during "transmission" of the request. Give a copy of the MEDEVAC request format to the soldier.

**Brief Soldier:** Tell the soldier to prepare and transmit a MEDEVAC request. State that the communications net is secure.



**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Collected all information needed for the MEDEVAC request line items 1 through 9.	—	—
2. Recorded the information using authorized brevity codes.	—	—
3. Transmitted the MEDEVAC request within 25 seconds.	—	—

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

**References****Required****Related**  
FM 8-10-6

## Evacuate Casualties

081-831-1054

**Conditions:** You are a soldier deployed to a unit in a forward area. There are casualties that must be evacuated to receive medical aid. The casualties have had self-aid or buddy-aid applied. A military vehicle (ground vehicle or rotary-wing aircraft) is available. You may have a litter and straps (or materials to improvise them) to secure the casualty and other soldiers available to assist in the evacuation.

**Standards:** Transported the casualties to medical aid or a pickup site using an appropriate carry or, if other soldiers are available, by litter. The litter is loaded onto a military vehicle (ground vehicle or rotary-wing aircraft) without dropping or causing further injury to the casualty.

### Performance Steps

1. Request medical evacuation. (See task 081-831-0101.)
  - a. Make contact.
  - b. Determine whether casualties must be moved or will be picked up at current location. If they must be moved, continue with step 2. If they will not be moved, continue to monitor communications and go to step 5.

2. Transport a casualty using the one and two man carries. (See task 081-831-1046.)

NOTE: Perform these procedures when medical and combat lifesaver personnel are not available. As soon as medical personnel are available, assist them, as necessary, in treating and evacuating the casualties.

3. Move a casualty, if necessary, using a four-man litter squad.

NOTE: If military vehicles and litter materials are not available, continue with step 4.

NOTE: Four man litter squad bearers should be designated with a number from 1 to 4. The litter bearer designated as #1 is the leader of the squad.

- a. Prepare the litter.
  - (1) Open a standard litter.
  - (2) Lock the spreader bars at each end of the litter with your foot.
- b. Prepare the casualty.
  - (1) Place the casualty onto the litter using the modified two-man arms carry or the modified two-man fore-and-aft carry.
  - (2) Secure the casualty to the litter with litter straps.
- c. Lift the litter.
  - (1) Position one squad member at each litter handle with the litter squad leader at the casualty's right shoulder.

NOTE: The leader should be at the right shoulder to monitor the casualty's condition.

- (2) On the preparatory command, "Prepare to lift," the four bearers kneel beside and grasp the litter handles.
- (3) On the command, "Lift," all bearers rise together.
- (4) On the command, "Four man carry, move," all bearers walk forward in unison.
  - (a) If the casualty does not have a fractured leg, carry the casualty feet first on level ground and head first when going up hill.
  - (b) If the casualty has a fractured leg, carry the casualty head first, except when going up hill.
- (5) To change direction of movement, such as from feet first to head first, begin in a litter post carry position. The front and back bearers release the litter and the middle bearers rotate the litter and themselves.

4. Load casualties onto a military vehicle.
  - a. Ground ambulance.

**Performance Steps**

NOTE: Ground ambulances have medical specialists to take care of the casualties during evacuation. Follow any special instructions for loading, securing, or unloading casualties.

- (1) Make sure each litter casualty is secured to his or her litter. Use litter straps when available.
- (2) Load the most serious casualty last.
- (3) Load the casualty head first (head in the direction of travel) rather than feet first.
- (4) Make sure each litter is secured to the vehicle.

b. Air ambulance.

NOTE: Air ambulances have medical specialists to take care of the casualties during evacuation. Follow any special instructions for loading, securing, or unloading casualties.

- (1) Remain 50 yards from the helicopter until the litter squad is signaled to approach the aircraft.
- (2) Approach the aircraft in full view of the aircraft crew, maintaining visual confirmation that the crew is aware of the approach of the litter party. Ensure that the aircrew can continue to visually distinguish friendly from enemy personnel at all times. Maintain a low silhouette when approaching the aircraft.
- (3) Approach UH-60/UH-1 aircraft from the sides. Do not approach from the front or rear. If you must move to the opposite side of the aircraft, approach from the side to the skin of the aircraft. Then, hug the skin of the aircraft, and move around the front of the aircraft to the other side.
- (4) Load the most seriously injured casualty last.
- (5) Load the casualty who will occupy the upper berth first, and then load the next litter casualty immediately under the first casualty.

NOTE: This is done to keep the casualty from accidentally falling on another casualty if his litter is dropped before it is secured.

- (6) When casualties are placed lengthwise, position them with their heads toward the direction of travel.
- (7) Make sure each litter casualty is secured to his or her litter.
- (8) Make sure each litter is secured to the aircraft.

c. Ground military vehicles.

NOTE: Nonmedical military vehicles may be used to evacuate casualties when no medical evacuation vehicles are available. If medical personnel are present, follow their instructions for loading, securing, and unloading casualties.

- (1) When loading casualties into the vehicle, load the most seriously injured casualty last.
- (2) When a casualty is placed lengthwise, load the casualty with his or her head pointing forward, toward the direction of travel.
- (3) Ensure each litter casualty is secured to the litter. Use litter straps, if available.
- (4) Secure each litter to the vehicle as it is loaded into place. Make sure each litter is secured.
- (5) Watch the casualties closely for life-threatening conditions and provide first aid, as necessary. (See task 081-831-1000, Evaluate a Casualty.)

**Evaluation Preparation:** Setup: Evaluate this task during a training exercise involving a MEDEVAC aircraft or vehicle, or simulate it by creating a scenario and provide the equipment needed for the evaluation.

Brief Soldiers: Tell the soldiers the scenario to include the end result desired.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Requested medical evacuation (not measured). (See task 081-831-0101.)	—	—
2. Transported a casualty using one and two man carries, if necessary (not measured). (See task 081-831-1046.)	—	—
3. Moved a casualty using a four-man litter squad, if necessary.	—	—

**Performance Measures**

**GO**    **NO GO**

- a. Prepared the litter.
- b. Prepared the casualty.
- c. Lifted the litter.

4. Loaded casualties onto a military vehicle.

\_\_\_\_\_    \_\_\_\_\_

- a. Ground ambulance.
- b. Air ambulance.
- c. Ground military vehicles.

**Evaluation Guidance:** Score the soldier GO if all the steps are passed. Score the soldier NO GO if any of the steps are failed. If the soldier scores NO GO, show what was done wrong and how to do it correctly.

**References**

**Required**

**Related**

FM 21-11  
IS0826

## Implement Preventive Medicine Measures (PMM)

**081-831-9000**

**Conditions:** You are a unit leader. Your unit is deployed to the field. You have the equipment authorized by your table of organization and equipment (TOE), field sanitation equipment and supplies, and a field sanitation team (FST) for every unit subject to deployment in a field environment.

NOTE: Company aidmen (91W), organic or attached to deployed units, normally fulfill the requirement for the FST.

**Standards:** Briefed personnel on the three reasons soldiers are vulnerable to disease. Trained personnel on the seven major components of the medical threat to field forces. Trained soldiers on the seven individual preventive medicine measures necessary to prevent disease and nonbattle injuries. Taught the Army's tobacco use policies. Ensured selected unit personnel received field sanitation team training on the team's eight areas of responsibility.

### Performance Steps

NOTE: Once FST personnel are selected and trained they can be delegated the responsibility for training other members of the unit.

1. Brief personnel on the three reasons that a soldier is vulnerable to disease.
  - a. Harshness of the environment such as deserts, jungles, and the Arctic.
  - b. Reduced natural defenses to exposure and fatigue. Examples are--
    - (1) Climatic changes.
    - (2) Sleep deprivation.
    - (3) Irregular meals.
  - c. Breakdowns in basic sanitation such as the lack of clean water and proper waste disposal.
2. Train personnel on the seven major components of the medical threat to field forces.
  - a. Heat. Types of heat injuries.
    - (1) Heat cramps.
    - (2) Heat exhaustion.
    - (3) Heatstroke -- a medical emergency.
  - b. Cold. Types of cold injuries.
    - (1) Chilblain.
    - (2) Immersion foot.
    - (3) Trench foot.
    - (4) Frostbite.
    - (5) General hypothermia.
  - c. Arthropods (biting insects).
    - (1) Diseases transmitted directly by arthropods.
      - (a) Mosquitoes--malaria, yellow fever, dengue fever, and encephalitis.
      - (b) Some ticks, as well as mosquitoes--encephalitis.
      - (c) Sandflies--sandfly fever.
      - (d) Body lice--epidemic typhus.
      - (e) Hard ticks--Lyme disease.
    - (2) Diseases transmitted by insects associated with rodents.
      - (a) Flea--plague and endemic typhus.
      - (b) Mite--scrub typhus.
  - d. Diarrhea. Diarrheal disease is contracted from contaminated food and water.
    - (1) Waterborne diarrheal disease.
      - (a) Typhoid fever.
      - (b) Cholera.
      - (c) Traveler's diarrhea.
      - (d) Hepatitis A.
    - (2) Foodborne diarrheal diseases.

### Performance Steps

- (a) Traveler's diarrhea.
- (b) Cholera.
- (c) Salmonellosis.
- (d) Hepatitis.
- e. Non-NBC chemical hazards.
  - (1) Examples of non-NBC chemical hazards.
    - (a) Carbon monoxide.
    - (b) Hydrogen chloride.
    - (c) Bore/gun gases.
    - (d) Solvents, greases, insecticides, and oils.
  - (2) Harmful effects of non-NBC chemical hazards.
    - (a) Skin irritation.
    - (b) Asphyxiation (choke, suffocate).
    - (c) Central nervous system depression.
    - (d) Death.
- f. Noise hazards.
  - (1) Examples of noise hazards.
    - (a) Weapons.
    - (b) Aircraft.
    - (c) Most Army vehicles and generators.
  - (2) Harmful effects of hazardous noise exposures.
    - (a) Temporary loss of hearing--lasts minutes to hours.
    - (b) Permanent loss of hearing.
    - (c) Blast over pressure effects.
- g. Other medical threats to field forces.
  - (1) Skin disease--common in extremely dry or humid climates.
  - (2) Altitude sickness--locations above 9,000 feet.
  - (3) Harmful animals -- poisonous reptiles, arthropods, and mollusks and coelenterates (e.g., jellyfishes, corals).
  - (4) Tobacco use.
  - (5) Poor medical threat intelligence.

3. Train personnel on the seven individual preventive medicine measures (PMM) necessary to prevent disease and nonbattle injury (DNBI).

NOTE: Once personnel have received the training on PMM, leaders should check periodically for application of PMM as appropriate for their situation.

- a. Prevent heat injuries.
  - (1) Drink plenty of water.
  - (2) Observe work and/or rest cycles.
  - (3) Eat all meals to replace salt.
  - (4) Recognize the risk of MOPP for body armor and armored vehicles.
  - (5) Modify your uniform.
- b. Prevent cold injuries.
  - (1) Drink plenty of water and warm nonalcoholic fluids.
  - (2) Do NOT sleep in a vehicle with the engine running or in an enclosed area where an open fire is burning.
  - (3) Wear your uniform properly.
    - (a) Wear clothing as the commander directs.
    - (b) Keep clothing clean and dry. (Avoid fuel spills).
    - (c) Avoid overheating by removing excess clothing when possible.
    - (d) Wear clothing in loose layers. (Avoid tight-fitting clothing).
  - (4) Avoid loss of body heat.
    - (a) Keep moving when possible. (Exercise big muscles, toes, feet, fingers, and hands).
    - (b) Avoid standing directly on cold, wet ground.
    - (c) Avoid smoking (smoking decreases blood flow to the skin).

**Performance Steps**

- (d) Eat all meals to maintain energy.
- (5) Protect feet and hands by wearing gloves or mittens, changing socks frequently, and avoiding skin contact with snow, fuel, or bare metal.
- (6) Use the buddy system to spot frostbite on exposed skin.
- c. Protect against biting insects.
  - (1) Use insect repellent according to label directions and precautions.
  - (2) Wear your uniform as the commander directs.
  - (3) Keep your uniform clean.
  - (4) Follow medical advice; take antimalarial pills when directed and use insect powder, cream, and/or shampoo when prescribed by medical personnel.
  - (5) Protect yourself at night.
    - (a) Use a bednet when sleeping.
    - (b) Use aerosol insecticide inside bednet.
- d. Protect against diarrhea.
  - (1) Follow water sanitation guidelines.
    - (a) Fill your canteen with treated water when possible.
    - (b) Treat water when treated water is not available with iodine tablets, chlorine ampules, or boil water for 5 to 10 minutes if iodine or chlorine are not available. (Boiling water for only 15 seconds will help.)
  - (2) Follow food sanitation guidelines.
    - (a) Use approved food sources.
    - (b) Wash your messkit carefully in a messkit laundry and with treated water.
    - (c) Wash your hands after using the latrine and before touching food or food contact surfaces.
    - (d) Bury waste or otherwise properly dispose of waste to prevent spread of germs by flies.
- e. Prevent injuries from non-NBC chemical hazards.
  - (1) Prevent carbon monoxide poisoning--
    - (a) By running engines outside.
    - (b) By using natural ventilation or tailpipe extension systems to dispose of exhaust fumes.
    - (c) By never using engine exhaust for heat.
  - (2) Prevent hydrogen chloride (and other propellant exhaust) injuries by--
    - (a) Positioning yourself upwind of rocket systems.
    - (b) Holding your breath (after the blast) until the cloud passes.
  - (3) Prevent injuries from bore/gun gases (from conventional weapons).
    - (a) Use on-board ventilation systems.
    - (b) Keep the bore evacuator well maintained on large weapons systems.
  - (4) Prevent injuries from solvents, greases, and oils (liquid chemicals).
    - (a) Minimize worker exposure by substituting less harmful chemicals for toxic chemicals.
    - (b) Use personal protective equipment and practice good personal hygiene.
    - (c) Comply with replacement and medical surveillance physical examinations to detect early signs of occupational disease.
- f. Prevent noise hazard injuries.
  - (1) Use protective devices (earplugs, ear canal caps, or earmuffs).
  - (2) Use vehicle headgear such as helicopter crew helmets and armored vehicle crew helmets.
  - (3) Keep hearing protection devices clean to avoid ear infections.
  - (4) Avoid noise and/or limit the time in noise hazardous areas.
- g. Individual PMM to prevent other DNBI.
  - (1) Protect against skin disease.
    - (a) Protect skin from elements.
    - (b) Use sunscreen if necessary.
    - (c) Keep skin as clean as possible.
  - (2) Protect against altitude sickness.

**Performance Steps**

- ( a) Acclimatize to new elevations.
- ( b) Increase aerobic exercise prior to exposure.
- ( c) Follow medical advice.
- (3) Avoid harmful animals.
  - ( a) Avoid habitats of harmful animals.
  - ( b) Do NOT attempt to capture or make pets of harmful animals.
- (4) Refrain from tobacco use.

4. Explain the Army's tobacco use policies.

- a. Effects of tobacco use.
- b. Mission readiness.
- c. Army policies.
  - (1) Army's Healthy #1 People 2000 Goal: reduce military smokers to 20 percent.
  - (2) Army's Healthy #2 People 2000 Goal: reduce smokeless tobacco use to 4 percent for the 12-24 year age group.
  - (3) Regulatory requirements under AR 600-63, Army Health Promotion.

5. Ensure training of personnel as members of a field sanitation team (FST) is provided if appropriate.

NOTE: Training of FST members enables unit commanders to provide for limited control of insects, proper disinfection of water, and safe food supplies. Training of personnel as FST members will be provided by supporting medical resources.

- a. FST members when no organic medical personnel are available.
  - (1) Two soldiers are selected to receive FST training.
  - (2) One soldier must be an NCO.
  - (3) Neither will have less than six months of unit time remaining.
  - (4) These soldiers should receive training from PM personnel in accordance with AR 40-5.

NOTE: All unit leaders are expected to perform FST tasks.

- b. FST tasks and/or responsibilities. The unit FST performs the following tasks in the unit area:
  - (1) Checks unit water supplies.
  - (2) Inspects unit water containers and unit water trailer(s).
  - (3) Inspects unit field food operations for application of PMM to prevent contamination.
  - (4) Conducts limited control of insects.
  - (5) Inspects unit waste disposal for compliance with accepted PMM.
  - (6) Conducts limited control of rodents.
  - (7) Provides training for individual PMM training in the unit.
  - (8) Advises unit leaders on construction and maintenance of field waste disposal and personal hygiene devices.

**Evaluation Preparation:** Setup: Evaluate each soldier individually during a field training exercise (FTX) or normal training session. Use the location, weather conditions, and duration of the FTX as the scenario to base your evaluation questions around. In the case of the evaluation being conducted during normal training sessions, create a scenario as the basis for your evaluation questions.

Brief Soldier: Tell the soldier he or she will be evaluated on his or her ability to answer preventive medicine measure questions pertaining to the training scenario provided.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Identified the three reasons soldiers are vulnerable to disease.	—	—
2. Identified the seven major components of the medical threat to field forces.	—	—
3. Identified preventive medicine measures used in the prevention of various diseases and nonbattle injuries.	—	—
4. Identified the Army's tobacco use policies.	—	—



**Performance Measures****GO**    **NO GO**

5. Identified requirements for FST manning and training.

\_\_\_\_\_

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

**References****Required****Related**

AR 40-5  
AR 600-63  
FM 21-10  
FM 4-25.12

Subject Area 3: Nuclear, Biological, and Chemical (NBC)

**Protect Yourself From Nuclear, Biological, and Chemical (NBC) Injury/Contamination When Changing Mission-Oriented Protective Posture (MOPP) Gear**

**031-503-1023**

**Conditions:** You are in MOPP 4 with load-bearing equipment (LBE). Your MOPP gear is contaminated. Your buddy is in MOPP 4 with LBE, and he is available to assist you with MOPP gear exchange. You have an uncontaminated set of chemical MOPP gear for yourself and your buddy and a personal decontaminating kit. For chemical and biological (CB) decontamination, you have one personal decontamination kit per person; one 50-pound drum of super tropical bleach (STB) dry mix; and a piece of plastic, a poncho, or similar material. For radiological decontamination, you have 5 gallons of water (if water is not available for radiological decontamination, brush, wipe, or shake off contamination); three pails (3-gallon capacity); one can of government issue (GI) soap or liquid detergent; two sponges; paper towels; and a piece of plastic, a poncho, or similar material.

**Standards:** Decontaminate individual gear and equipment without spreading contamination onto your skin or undergarments. Set your uncontaminated gear aside on an uncontaminated surface. Change your overgarments, overboots, and gloves without spreading contamination to the uncontaminated set of MOPP gear. Change MOPP gear without yourself or your buddy becoming a casualty. If the environment is only CB contaminated, omit steps 2 and 4. If the environment is only radiologically contaminated, omit steps 1 and 3. If the environment is radiologically and CB contaminated, perform all steps.

**Performance Steps**

NOTE: Both soldiers perform steps 1 and 2 at the same time.

1. Decontaminate your individual gear for CB contamination without assistance.

NOTE: If at any time during the technique you suspect you have spread contamination onto your skin or undergarments, decontaminate immediately with the personal decontaminating kit available. Then proceed with the MOPP gear exchange.

- a. Remove your chemical protective helmet cover, and discard it.
- b. Cover your gear with STB dry mix.
- c. Brush or rub STB dry mix into the material, and shake off any excess STB.
- d. Set your gear aside on an uncontaminated surface (plastic, poncho, or similar material).

2. Decontaminate your individual gear for radiological contamination without assistance.

- a. Brush, wipe, or shake off dust or radiological contamination from your individual gear.
- b. Wash the equipment with warm, soapy water if available.
- c. Set the equipment aside to dry on an uncontaminated surface (plastic, poncho, or similar material).

NOTE: Do not reverse roles until steps 3 through 8 are completed.

3. Decontaminate your hood and mask for CB contamination.

- a. Buddy # 1--
  - (1) Loosens Buddy # 2's drawcord.
  - (2) Removes Buddy # 2's underarm straps from under his arms.
  - (3) Moves Buddy # 2's straps over his shoulders.
  - (4) Reattaches Buddy # 2's straps to the Velcro<sup>®</sup> and hook-and-pile patches on the bottom of his hood.
- b. Buddy # 1 decontaminates Buddy # 2's hood and exposed parts of his mask using the M291 decontamination kit.
  - (1) Buddy # 1 wipes Buddy # 2's mask eye lens outserts first.
  - (2) Buddy # 1 wipes Buddy # 2's entire mask from the top of the hood down.
- c. Buddy # 1 repeats steps 3b(1) and (2) on his own hood and mask using the M291 decontamination kit.

**Performance Steps**

- d. Buddy # 1 decontaminates his own gloves with the personal decontaminating kit after Buddy # 2's mask is decontaminated.

## 4. Decontaminate your hood and mask for radiological contamination.

- a. Buddy # 1 dips a sponge in hot, soapy water and wipes Buddy # 2's mask and hood (and the canister and hose of the M42-, M43-, or M40-series protective masks).
- b. Buddy # 1 rinses Buddy # 2's hood and mask with a sponge dipped in clean water.
- c. Buddy # 1 dries Buddy # 2's hood and mask with paper towels or a rag.
- d. Buddy # 1 wipes down his own gloves.

NOTE: Cool, soapy water is not as effective for removing contamination, but it can be used if you scrub longer. If no water is available, the personal decontaminating kit may be used for CB decontamination.

## 5. Roll your hood.

NOTE: Leave the zipper closed.

- a. Buddy # 1 lifts Buddy # 2's hood straight up off his shoulders by grasping the straps.
- b. Buddy # 1 pulls Buddy # 2's hood over his head until most of the back of his head is exposed, but the hood should not be completely over Buddy # 2's face.
- c. Buddy # 2 places his hand over the voice transmitter, if necessary, to prevent the mask seal from being broken.
- d. Buddy # 1 rolls Buddy # 2's hood tightly, starting at the chin and working around the mask without pulling it completely off the back of his head.

NOTE: Do not reverse roles. Go to the next step. Only Buddy # 2 will have his hood decontaminated and rolled at this time.

## 6. Remove your jacket.

- a. Buddy # 1--
  - (1) Unties Buddy # 2's cord.
  - (2) Unfastens Buddy # 2's snaps on the front of his jacket.
  - (3) Unzips Buddy # 2's jacket.
  - (4) Unsnaps Buddy # 2's snaps in the back of his jacket from his overgarment trousers.
- b. Buddy # 2 makes a fist as each sleeve is pulled off to prevent his gloves from coming off.
- c. Buddy # 1 pulls Buddy # 2's jacket off, one arm at a time, turning the jacket inside out.
- d. Buddy # 1 places Buddy # 2's jacket on the ground nearby with the black side up.

NOTE: Buddy # 2 will use the jacket later as an uncontaminated surface to stand on while redressing.

## 7. Remove your trousers.

- a. Buddy # 1 opens Buddy # 2's trouser cuffs, waist snap, zipper and, if necessary, waist tabs.
- b. Buddy # 1 grasps Buddy # 2's trouser leg by the cuff.
- c. Buddy # 2 pulls his legs from the trousers, one leg at a time.

## 8. Remove your overboots.

- a. Buddy # 2 stands next to his jacket.
- b. Buddy # 1 unties or cuts Buddy # 2's overboot strings.
- c. Buddy # 1 pulls Buddy # 2's overboots off, one at a time.
- d. Buddy # 2 steps onto his jacket as his overboots are removed.

## 9. Remove your rubber gloves. Buddy # 1 helps Buddy # 2 remove his rubber gloves so that he does not touch the outside of the rubber gloves with his bare hands.

## 10. Put on an uncontaminated overgarment.

- a. Buddy # 1 opens the package containing a new overgarment without touching it.
- b. Buddy # 2 removes the overgarment, one piece at a time, without touching the outside of the package.
  - (1) Buddy # 2 puts on the new trousers, leaving the cuffs open.
  - (2) Buddy # 2 puts on the jacket.

## 11. Put on the overboots.

**Performance Steps**

- a. Buddy # 1 opens the package containing the new overboots without touching them.
- b. Buddy # 2 removes the overboots without touching the outside of the package.
- c. Buddy # 2 puts the overboots on.

12. Put on the gloves.

- a. Buddy # 1 opens the package containing the new chemical protective gloves without touching them.
- b. Buddy # 2 removes the chemical protective gloves without touching the outside of the package.
- c. Buddy # 2 puts the gloves on.

13. Secure the hood.

- a. Buddy # 1 decontaminates his chemical protective gloves with the personal decontaminating kit.
- b. Buddy # 1 repositions Buddy # 2's hood as follows:

NOTE: Buddy # 1's gloves must be decontaminated before proceeding with this step.

- (1) Buddy # 1 unrolls Buddy # 2's hood.
- (2) Buddy # 1 reattaches Buddy # 2's straps.

- c. Buddy # 2 checks all the zippers and ties on his hood and overgarment to ensure that they are closed.

14. Repeat steps 3 through 13. Buddy # 1 and Buddy # 2 reverse the roles.

15. Secure the gear.

- a. Buddy # 1 and Buddy # 2 place the new chemical protective cover on their helmet.
- b. Buddy # 1 and Buddy # 2 put their individual gear back on.
- c. Buddy # 1 checks the fit of Buddy # 2's gear.
- d. Buddy # 2 checks the fit of Buddy # 1's gear.

16. Move to the assembly area.

**Evaluation Preparation:** Setup: Evaluate this task during a field exercise or a normal training session. Soldiers must be in MOPP 4. Use the M291 decontamination kit.

Brief Soldier: Identify pairs, designating Buddy #1 and Buddy #2. Provide each soldier with one of the following three scenarios: the soldier has been exposed to CB contamination (the soldier can omit steps 2 and 4); the soldier has been exposed to radiological contamination (the soldier can omit steps 1 and 3); or the soldier has been exposed to radiological and chemical and/or biological contamination (the soldier must perform all steps).

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Decontaminated individual gear for CB contamination without assistance.	___	___
2. Decontaminated individual gear for radiological contamination without assistance.	___	___
3. Decontaminated his hood and mask for CB contamination.	___	___
4. Decontaminated his hood and mask for radiological contamination.	___	___
5. Rolled his hood.	___	___
6. Removed his jacket.	___	___
7. Removed his trousers.	___	___
8. Removed his overboots.	___	___
9. Removed his rubber gloves.	___	___

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
10. Put on an uncontaminated overgarment.	—	—
11. Put on the overboots.	—	—
12. Put on the gloves.	—	—
13. Secured the hood.	—	—
14. Repeated steps 3 through 13. Buddy # 1 and Buddy # 2 reversed roles.	—	—
15. Secured the gear.	—	—
16. Moved to the assembly area.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**  
FM 3-5

**Related**

**Identify Chemical Agents Using M256-Series Chemical Agent Detector Kit  
031-503-2001**

**Conditions:** Given a tactical environment or a simulated chemically (nerve and blister) contaminated area and M256-series chemical agent detector kit, protective mask, mission-oriented protection posture (MOPP) gear or chemical protective ensemble, watch, and Technical Manual (TM) 3-6665-307-10 with Field Manual (FM) 3-5.

**Standards:** Operate the M256-series detector kit correctly to identify nerve and blister chemical agents without becoming a casualty.

**Performance Steps**

1. Perform before-operation preventive maintenance checks and services (PMCS) according to TM 3-6665-307-10.
2. Prepare the kit for use.
  - a. Read all the instruction cards in the kit.
  - b. Remove one sampler detector from the kit, and read the instructions printed on the bag.

NOTE: Do not expose the sampler detector to heavy rain or other forms of water. Test results could be tainted.

NOTE: Do not touch the sampler detector test spots. Dirt and oil from your gloves will cause test results to be tainted.

- c. Remove the sampler detector from the bag (save the bag and use the instructions printed on the outside). Discard the sampler detector if there are broken or missing ampules, missing spots, or crushed reagent channels or if the blood agent test spot is pink.

3. Test for toxic-agent vapors.
  - a. Swing out the heater and remove and save the two heater pads (used for breaking glass ampules). Swing the heater back in. Keep the protective strips over the spots.
  - b. Remove the pull tab (marked 1) to expose the lewisite detecting tablet. Bend the tab (marked 2) over the lewisite detecting tablet, and rub the upper half of the tab until a mark is visible.

WARNING: BEFORE BREAKING THE GLASS AMPULES (EXCEPT HEATER AMPULES), PLACE ONE HEATER PAD ON EACH SIDE OF THE SAMPLER DETECTOR, COVERING THE AMPULE TO BE BROKEN. THE PADS WILL PREVENT PIECES OF GLASS FROM CUTTING YOUR GLOVES AND HANDS.

- c. Hold the sampler detector with the test spots and the arrow pointing up. Crush the four center ampules (marked 3).
      - d. Turn the sampler detector so that the arrow points down. Use the heater pads to squeeze the ampules, forcing liquid through the formed channels into the test spots.
      - e. Hold the sampler detector with the arrow pointed down and your thumb on the protective strip over the middle test spot.
        - (1) Swing the heater away from the blister test spot.
        - (2) Activate the first heater ampule (marked 4) by crushing one green ampule, swing the heater back over the test spot, and leave it in place for 2 minutes. Hold the sampler detector to one side to avoid the vapor. Do not use the heater pads to crush green ampules.
        - (3) Swing the heater and the protective strip away from the test spots.

NOTE: Do not hold the sampler detector in direct sunlight while exposing the test spots, because test results could be tainted.

- f. Expose the test spots to air (shield them from direct sunlight) for 10 minutes. Lay the sampler detector down or hold it by the hinged protective strip.

**Performance Steps**

- g. Crush the second green ampule (marked 4) after 10 minutes and immediately swing the heater over the blister test spot. Do not use the heater pads to crush the green ampules. Swing the heater away from the test spot after 1 minute.
- h. Hold the sampler detector with the arrow pointing down and the test spots exposed. Use the heater pads to crush the remaining ampules (marked 5). Wet the test spots by squeezing the ampules and forcing liquid onto them.
- i. Bend the tab (marked 2) over the lewisite detecting tablet, and rub the bottom half of tab until a mark is visible.
- j. Turn the sampler detector upside down, and compare the colors of the test spots (including the lewisite tab) with those shown on the sampler detector.
  - (1) Compare the blood agent (round) test spot after about 10 minutes exposure time.
    - (a) Yellow or orange sometimes occur when no agent is present.
    - (b) Pink or blue must be present to indicate blood agents. Any combination of colors or a rainbow effect that includes pink or blue should be considered as a positive blood agent test.
  - (2) Compare the lewisite test after about 10 minutes exposure time. Look very closely; at low concentrations, the color change may be very slight. When using the M256A1, a positive nerve test is indicated if no color develops.

NOTE: Blister agents (H and CX) develop color immediately after all ampules are broken. A nerve agent requires about a 3 minute wait.

- 4. Report the results to your supervisor.
- 5. Dispose of expended or unserviceable kits according to federal, state, and local laws; military regulations and publications; host nation laws (if more restrictive than United States (US) laws); and the local standard operating procedures (SOP). As a minimum, place used decontaminating materials in a sealed plastic bag and label it with the contents.
- 6. Dispose of contaminated hazardous waste materials according to FM 3-5.
- 7. Perform after-operation PMCS according to TM 3-6665-307-10.

**Evaluation Preparation:** Setup: Evaluate this task during a field exercise or a tactical training session. The contaminated area should be set up with nerve and blister simulated agents. Use M256 training aid kits for training and evaluation purposes.

Brief Soldier: Tell the soldier he will be evaluated on his ability to perform operator checks of the chemical agent detector kit, to put the kit into operation using the correct sequence while in MOPP 4, and to identify agent(s) within the limitations of the kit.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Performed before-operation PMCS.	—	—
2. Prepared the kit for use.	—	—
3. Tested for toxic-agent vapors.	—	—
4. Reported the results to the supervisor.	—	—
5. Disposed of expended or unserviceable kits.	—	—
6. Disposed of hazardous waste materials.	—	—
7. Performed after-operation PMCS.	—	—

STP 21-24-SMCT

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails the step show him how to do it correctly.

**References**

**Required**

FM 3-5

TM 3-6665-307-10

**Related**



## Measure Radiation Dose Rate and Total Dose

### 031-503-2023

**Conditions:** Given a tactical situation where nuclear contamination has occurred and radiation monitoring has been directed in your unit area. You are provided with an individual team or squad; radiation, detection, indication, and computation (RADIAC) detection equipment (dosimeters must be of the same type); a nuclear, biological, and chemical (NBC) marking set; a watch; (a vehicle or an aircraft (depends on the mission requirements); communications equipment; Department of the Army (DA) Forms 2404, 1971-R, and 1971-6-R; and with applicable technical manuals (TMs), technical bulletins (TBs), and standing operating procedures (SOPs). Given the supervisor's guidance on continuous or periodic monitoring, the use of direct or indirect technique, intervals between readings (for monitoring dose rates only), and communication and reporting procedures.

**Standards:** Perform operator preventive-maintenance checks (PMCS) and services on equipment used. Report and record accurate readings (+ 5 centigray [cGy]) to your supervisor. Comply with the commander's operation exposure guidance and turn-back dose rate without overexposing personnel.

NOTE: There is no degradation to standards if this task is performed in MOPP 4.

### Performance Steps

1. Perform PMCS on the RADIAC equipment.
  - a. Use TM 11-6665-232-12 for PMCS on the IM174 series RADIAC meter.
  - b. Use TM 11-6665-251-10 for PMCS on the AN/VDR-2 RADIAC set.
  - c. Use TM 11-6665-365-12&P for PMCS on the AN/UDR-13 RADIAC set.
  - d. Use TM 11-6665-214-10 for PMCS on the IM93 dosimeter.
  - e. Use TB signal (Sig) 226-8 for PMCS the PP1578 RADIAC charger.
  - f. Use TM 11-6665-236-12 for PMCS on the AN/PDR-75 with DT-236 dosimeter.
2. Measure the radiation dose rate.
  - a. Use TM 11-6665-232-12 for operation of the IM174-series RADIAC meter.
  - b. Use TM 11-6665-251-10 for operation of the AN/VDR-2 RADIAC meter.
  - c. Use TM 11-6665-365-12&P for operation of the AN/UDR-13 RADIAC meter.
  - d. Record the data on DA Form 1971-R.
  - e. Report the data to the supervisor.

NOTE: The data will be placed into an NBC 4 nuclear report by your supervisor or the unit NBC control party.

- f. Conduct continuous or periodic monitoring (guidance received from supervisor).
- g. Use the direct or indirect technique (guidance received from supervisor).
- h. Take readings at proper intervals (guidance received from supervisor).

3. Measure the total dose of radiation.
  - a. Use TM 11-6665-251-10 to measure the total dose with the AN/VDR-2 RADIAC set.
  - b. Use TM 11-6665-214-10 to measure the total dose with the IM93 dosimeter.

NOTE: The DT-236 is worn on the wrist like a wristwatch, and it measures cumulative doses of gamma and neutron radiation. It augments the IM93. The company AN/PDR-75 operator reads the DT-236. The company NBC control party records and processes this data.

- c. Use TM 11-6665-365-12&P to measure the total dose using the AN/UDR-13 RADIAC set.

4. Record the data on DA Form 1971-R (except for DT-236).
5. Report the data to supervisor (except for DT-236).

**Evaluation Preparation:** Setup: Evaluate this task during a field exercise or a tactical training session. The AN/TDQ-T1 large-area RADIAC training set can be used to produce readings for RADIAC meters and RADIAC sets.

Brief Soldier: Tell the soldier that the test will consist of performing PMCS, preparing the equipment for use, monitoring a designated area, recording the total dose/dose rate, and reporting the results to the supervisor. The actual completion of DA Form 2404 and DA Form 1971-R is not degraded if this task is performed in MOPP 4.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Performed PMCS on the RADIAC equipment.	—	—
2. Measured the radiation dose rate.	—	—
3. Measured the total dose of radiation.	—	—
4. Recorded the data on the appropriate form.	—	—
5. Reported the data to the supervisor.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

- DA FORM 1971-6-R
- DA FORM 1971-R
- DA FORM 2404
- TB SIG 226-8
- TM 11-6665-214-10
- TM 11-6665-232-12
- TM 11-6665-251-10
- TM 11-6665-365-12&P

**Related**

- TM 11-6665-236-12

## Conduct Unmasking Procedures

### 031-503-3002

**Conditions:** Given a tactical situation and a group of soldiers in mission-oriented protective posture (MOPP) 4, an M256A1 chemical agent detector kit or an M256A1 trainer kit, a chemical agent monitor (CAM), M8/M9 detector paper, an area where chemical agents have been used, and one of the following situations:

1. An M256A1 chemical agent detector kit is available.
2. An M256A1 is not available.

**Standards:** Conduct unmasking procedures without incurring casualties.

### Performance Steps

NOTE: Before conducting unmasking procedures, make every effort to confirm the absence of chemical contamination. A CAM, an M256 chemical agent detector kit, and M8/M9 detector paper should be used along with a visual check of the area.

NOTE: The senior person present selects one or two soldiers to unmask after permission is received from higher headquarters (HQ).

1. Conduct unmasking procedures using an M256A1 detector kit.
  - a. Conduct unmasking procedures in the shade.
  - b. Use an M256A1 detector kit to test for chemical agents. Use M8 detector paper to check for possible liquid contamination. Continue unmasking procedures only if both tests are negative.
  - c. Direct the selected soldiers to unmask for 5 minutes and don, seal, and clear their masks.
  - d. Observe the soldiers for 10 minutes for chemical agent symptoms.
  - e. Direct all soldiers to unmask if no symptoms appear.
  - f. Check the soldiers for delayed symptoms. Have first aid treatment available.
  - g. Complete steps 1a through 1f in sequence.
2. Conduct unmasking procedures without using an M256A1 detector kit.
  - a. Conduct unmasking procedures in the shade.
  - b. Use M8 detector paper to check for possible liquid contamination. Continue unmasking procedures only if the test is negative.
  - c. Direct the selected soldiers to take a deep breath, break the seals of their masks (keeping their eyes open) for 15 seconds, and seal and clear their masks.
  - d. Observe the soldiers for 10 minutes for chemical agent symptoms.
  - e. Direct the soldiers to break the seals of their masks if no symptoms appear, take two or three breaths, and seal and clear their masks.
  - f. Observe the soldiers for 10 minutes for symptoms.
  - g. Direct the soldiers to unmask for 5 minutes if no symptoms appear and don, seal, and clear their masks.
  - h. Observe the soldiers for 10 minutes for symptoms.
    - i. Direct all soldiers to unmask if no symptoms appear.
    - j. Check the soldiers for delayed symptoms. Have first aid treatment available.
  - k. Complete steps 2a through 2j in sequence.
3. Report the absence of contamination in your area and the successful completion of unmasking procedures to higher HQ.

**Evaluation Preparation:** Setup: Evaluate this task during a field exercise or during a tactical training session. The M256A1 trainer kit will be used for training and evaluation purposes.

**Brief Soldier:** Tell the soldier he will be evaluated on his ability to conduct unmasking procedures with and without the use of a chemical agent detector kit. The soldiers taking part in the process will only act as directed by the soldier conducting the unmasking exercise and will not be evaluated on their performance.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Conducted unmasking procedures in sequence using an M256A1 detector kit.	—	—
2. Conducted unmasking procedures in sequence without using an M256A1 detector kit.	—	—
3. Reported the absence of contamination in the area and the completion of unmasking procedures to higher HQ.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

FM 3-4  
TM 3-6665-307-10

**Related**

**Supervise the Crossing of a Contaminated Area**  
**031-503-3004**

**Conditions:** You receive orders to cross a nuclear, biological or chemical contaminated area. Given a unit with mission-oriented protection posture (MOPP) gear; organic decontamination equipment (such as M13 decontaminating apparatus portable [DAP] and individual decontaminating kits), chemical (such as M256 chemical agent detector kit, M8 chemical agent detector paper, and M9 chemical detector tape) and radiological (such as IM174-series radiation, detection, indication, and computation [RADIAC] meter, AN/UDR-13 and AN/VDR-2 RADIAC sets, and IM93 dosimeter) detection and/or warning devices; shielding material (such as sandbags); and a defined NBC contaminated area.

**Standards:** Supervise a unit crossing or passing through a nuclear, biological, or chemical contaminated area without producing additional casualties or spreading contamination.

**Performance Steps**

1. Supervise a unit crossing a nuclear contaminated area.
  - a. Before crossing--
    - (1) Provide shielding for personnel. Use vehicles if possible. Place sandbags on the floor and sides of all vehicles (within reason for nonarmored vehicles).
    - (2) Tell vehicle operators to close all doors, windows, hatches, and vents on their vehicles.
    - (3) Have soldiers cover all exposed skin by rolling down their sleeves and buttoning their collars. Ensure that they wear handkerchiefs or similar cloths over their noses and mouths to keep from breathing radioactive dirt or dust.
    - (4) Select the shortest possible route that would cause the least contamination and permit the fastest travel based on mission, enemy, terrain, troops, time available, and civilian considerations (METT-TC).
    - (5) Ensure that IM93 dosimeters are available and charged to zero.
    - (6) Ensure that AN/UDR-13 and AN/VDR-2 RADIAC sets are available and operational.
    - (7) Delay entry into the area as long as possible within the limits of the mission.
  - b. During crossing--
    - (1) Perform continuous monitoring.
    - (2) Have the monitors watch the dose rate on the AN/UDR-13 or AN/VDR-2 RADIAC set. Instruct them to keep you informed. Ensure that the commander's turn-back dose rate is not exceeded without approval.
    - (3) Have all personnel with dosimeters check them often to ensure that the commander's turn-back dose is not exceeded without approval.
    - (4) Move through the area as quickly as possible. Do not forget safety or security.
    - (5) Ensure that vehicles are far enough apart during movement to minimize dust. Consider the tactical situation, the command, and the control when spacing the vehicles.
  - c. After crossing--
    - (1) Have personnel check themselves and their equipment for contamination. Have everyone brush the dust from their clothing.
    - (2) Determine if decontamination is required.
2. Supervise a unit crossing a chemical contaminated area.
  - a. Before crossing--
    - (1) Select the shortest possible route that would cause the least contamination and allow the fastest travel based on METT-TC.
    - (2) Tell vehicle operators to close all doors, windows, hatches, and vents on their vehicles.
    - (3) Assume MOPP 4.
    - (4) Have soldiers attach M9 detector paper to their clothing and equipment.
  - b. During crossing--
    - (1) Ensure that vehicles are far enough apart during movement to minimize dust. Consider the tactical situation, the command, and the control when spacing vehicles.

**Performance Steps**

- (2) Move through the area as quickly as possible. Do not forget safety or security. Continuously monitor personnel for chemical agent symptoms, and give first aid as required.
- (3) Ensure that soldiers avoid touching anything in the area if possible.
- (4) Monitor personnel closely for symptoms of heat stress, and minimize excessive heat buildup.
- c. After crossing--
  - (1) Continue to monitor soldiers for chemical agent symptoms, and give first aid as required.
  - (2) Have soldiers use detector paper to check themselves and their equipment for contamination.
  - (3) Have soldiers use their decontaminating kits to decontaminate any contaminated skin or personal equipments. Seek medical aid as required.
  - (4) Have vehicle operators use available decontaminating equipment to decontaminate their vehicles, if required.
- 3. Supervise a unit crossing a biological contaminated area.
  - a. Before crossing--
    - (1) Select the shortest possible route that would cause the least contamination and allow the fastest travel based on METT-TC.
    - (2) Tell vehicle operators to close all doors, windows, hatches, and vents on their vehicles.
    - (3) Assume the appropriate MOPP level as required.
  - b. During crossing--
    - (1) Move through the area as quickly as possible. Do not forget safety or security.
    - (2) Ensure that personnel do not touch anything in the area that can be avoided.
    - (3) Ensure that vehicles are far enough apart during movement to minimize dust. Consider the tactical situation, the command, and the control when spacing vehicles.
  - c. After crossing--
    - (1) Decontaminate personnel and equipment by washing them thoroughly with hot, soapy water if time and mission permit.
    - (2) Do as many of the steps as possible for the types of contamination present in the area.
    - (3) Seek medical aid if required.

**Evaluation Preparation:** Setup: Evaluate this task during a field exercise or a normal training session. The contaminated area may have been marked with the appropriate markers, or a diagram may have been prepared showing the boundary of the contaminated area, the soldier's present location, and the desired direction of travel. Gather the necessary equipment and personnel to conduct the movement. Obtain, for training purposes, fictitious commander's operational exposure guidance (OEG) on the turn-back dose and the turn-back dose rate. NOTE: Before conducting this task, ensure that soldiers have been trained on the following tasks: 031-503-2020, 031-503-2001, 031-503-2013, 031-503-1037, 031-503-1013, and 031-503-2023.

**Brief Soldier:** Tell the soldier to supervise the movement of a unit through a nuclear, biological, or chemical contaminated area by performing the appropriate measures before, during, and after the movement through the area. Give the soldier an illustration, showing the boundary of the contaminated area, the soldier's present location, and desired direction of travel through the contaminated area.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Supervised a unit crossing a nuclear contaminated area.	—	—
2. Supervised a unit crossing a chemical contaminated area.	—	—
3. Supervised a unit crossing a biological contaminated area.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

FM 3-3  
FM 3-4  
FM 3-5  
STP 21-1-SMCT

**Related**

**Submit an NBC 1 Report**  
**031-503-3005**

**Conditions:** A nuclear, biological, and chemical (NBC) attack has just occurred in your area. You are given a watch, a map, a compass, a protractor, a pencil, paper, and the NBC report format guide (Graphic Training Aid [GTA] 03-06-008 or Department of the Army [DA] Form 1971-7-R).

**Standards:** Submit a spot report (SPOTREP) to give attack notification. Submit the appropriate NBC 1 report in the correct format, with the correct content.

**Performance Steps**

1. React to an NBC attack or hazard.
  - a. React to a nuclear attack or hazard.
  - b. React to a chemical or biological attack or hazard.

NOTE: The purpose of the SPOTREP is to give immediate notification of the NBC attack.

2. Submit a SPOTREP immediately (use the size, activity, location, unit, time, and equipment [SALUTE] format if possible) for attack notification.
3. Submit an NBC 1 (observer's) report after gathering the available data.
  - a. Complete the required information as outlined in GTA 03-06-008, Field Manual (FM) 3-3 (chemical or biological), or FM 3-3-1 (nuclear) to include--
    - (1) Line B: Location of observer (use grid coordinates or place name).
    - (2) Line D: Date-time group (DTG) of the attack (specify local or Zulu time).
    - (3) Line H: Type and height of burst (nuclear) or type of agent and persistency (chemical or biological).
    - (4) Line C (direction of attack in mils or degrees from the observer) or Line F (location of attack, grid coordinates, or place name).
  - b. Select the proper communication precedence.

NOTE: Flash reports should not be delayed for lack of information.

- (1) Use flash precedence if this is the first attack of its type (the first nuclear attack, the first biological attack, or the first chemical attack (flash precedence is used to report the first use of NBC weapons against United States [US] troops).
- (2) Use immediate precedence for all other attacks.

NOTE: Line L (nuclear) is measured 5 minutes after the attack, and Line M (nuclear) is measured 10 minutes after the attack. Submit the NBC 1 nuclear report after Line L or Line M is measured. The M256-series chemical agent detector kit takes 16 minutes to produce reliable results. Submit the NBC 1 Chemical Report after this test is done.

- c. Submit the NBC 1 report to the correct places.
  - (1) All units submit the NBC 1 report to their higher headquarters (HQ).
  - (2) Units selected by the division level NBC center (NBCC) as designated observers (applies only to nuclear bursts) also submit the NBC 1 report directly to the division level NBCC.

**Evaluation Preparation:** Setup: Gather the items provided in the conditions statement. Develop a situation containing observer data. (This information may be written.) A different situation should be developed for each type of report.

**Brief Soldier:** Tell the soldier that the test will consist of submitting SPOTREPs and preparing and submitting NBC 1 reports. Give the necessary items to the soldier, including the data that you developed. Tell the individual to give a warning and prepare reports of an NBC event.

**Performance Measures**

**GO**    **NO GO**

1. Reacted to an NBC attack or hazard.

\_\_\_\_\_



**Performance Measures**

- 2. Submitted a SPOTREP immediately for attack notification.
- 3. Submitted an NBC 1 report after gathering available data.

<u>GO</u>	<u>NO GO</u>
—	—
—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

FM 3-3  
GTA 03-06-008

**Related**

DA FORM 1971-2-R  
FM 3-3-1

**Implement Mission-Oriented Protective Posture (MOPP)**  
**031-503-3008**

**Conditions:** You are given a simulated nuclear, biological, or chemical hazard or a threat of a hazard, two or more soldiers with MOPP gear, M8 and M9 detector paper, an M291 or M295 decontaminating kit, three nerve agent antidote autoinjectors, and a requirement to assume the appropriate MOPP level and check soldiers sleeping in MOPP 4.

**Standards:** Direct soldiers to assume the appropriate MOPP level based on MOPP guidance from the commander. Identify all deficiencies and take appropriate corrective action for soldiers sleeping in MOPP 4.

**Performance Steps**

1. Direct soldiers to put on MOPP gear and equipment for MOPP 1 through 4. (See Task 031-503-1015 and Soldier's Training Publication [STP] 21-1-Soldier's Manual of Common Tasks (SMCT).)
2. Check yourself and soldiers to ensure that--
  - a. All soldiers are wearing the appropriate clothing and equipment for the directed MOPP level.
  - b. Protective masks for MOPP 3 and MOPP 4 fit properly and are sealed.
  - c. Protective clothing is properly worn.
3. Check each sleeping soldier.
  - a. See if he is breathing.
  - b. Try to awaken him if he does not appear to be breathing.
  - c. Evaluate him if he cannot be awakened. (See STP 21-1-SMCT.)
4. Check each sleeping soldier's mask for indicators of a broken seal (such as, foggy eye lenses).
  - a. Awaken the soldier, and have him reseal his mask if the seal appears to be broken.
  - b. Direct another soldier to observe him for nerve agent symptoms.
  - c. Perform first aid if he shows nerve agent symptoms. (See STP 21-1-SMCT.)
5. Check each sleeping soldier's protective clothing for problems (such as unfastened clothing and exposed skin).
  - a. Fasten or adjust his protective clothing if his skin is exposed and no symptoms are observed.
  - b. Awaken him and have him decontaminate using the M291 or M295 decontaminating kit if his skin is exposed and appears to be contaminated with liquid. Have him adjust his protective clothing or exchange his MOPP gear as appropriate.
  - c. Perform first aid if his skin is exposed and nerve agent symptoms are observed. (See STP 21-1-SMCT.)

**Evaluation Preparation:** Setup: Evaluate this task during a normal training session. Gather all necessary MOPP gear, and ensure that it is in good condition. Be prepared to direct a series of specific MOPP levels for the evaluated soldier to implement with the troops provided (such as MOPP zero through 4 sequentially). Have the soldier explain the deficiencies he should look for and the corrective actions he should take for a soldier sleeping in MOPP 4.

**Brief Soldiers:** Tell the soldier that the test will consist of identifying all deficiencies and taking appropriate corrective actions for a soldier sleeping in MOPP 4 and directing soldiers to assume the appropriate MOPP level based on the MOPP guidance from the commander.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Directed soldiers to put on MOPP gear and equipment for MOPP zero through 4.	—	—
2. Checked himself and soldiers.	—	—
3. Checked each sleeping soldiers.	—	—

**Performance Measures**

- 4. Checked each sleeping soldier's mask for indicators of a broken seal.
- 5. Checked each sleeping soldier's protective clothing for problems.

<u>GO</u>	<u>NO GO</u>
—	—
—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

- FM 21-11
- FM 3-4
- STP 21-1-SMCT
- TM 10-8415-209-10
- TM 3-4240-279-10

**Related**

**Supervise the Employment of Nuclear, Biological, and Chemical (NBC) Markers**  
**031-503-3010**

**Conditions:** You are in a tactical environment where NBC weapons have been used. The contamination has been located and identified in an area. You and your unit are at the appropriate mission-oriented protection posture (MOPP) level. You have NBC markers and a grease pencil or an NBC contamination marking set.

**Standards:** Ensure that the appropriate marker is selected, the required information is recorded on the marker, and the marker is properly emplaced. There is no change in standards if this task is performed in MOPP 4.

**Performance Steps**

1. Supervise the employment of NBC markers for nuclear contamination.
  - a. Ensure that markers are placed at the location where a dose rate of 1 centigray per hour (cGy/hr) or more was measured.
  - b. Ensure that all information is printed on the front side of the marker so that the word "ATOM" is facing toward you in an upright position. Information should include--
    - (1) The dose rate in cGy/hr.
    - (2) The date and time (local or Zulu, state which) of the detonation. (If the date and time are not known, print "UNKNOWN".)
    - (3) The date and time (local or Zulu, state which) of the reading.
  - c. Ensure that markers are positioned so that they can be easily seen and the recorded information faces away from the area of contamination.
    - (1) Ensure that markers are attached to objects, such as trees or poles, so that they will be easily visible from all probable routes through the contaminated area.
    - (2) Ensure that each marker is placed so the next one can be seen from the one previously emplaced.
2. Supervise the employment of NBC markers for biological contamination.
  - a. Ensure that all information is printed on the front side of the marker so that the word "BIO" is facing toward you in an upright position. Information should include--
    - (1) The type of agent detected. If unknown, print the word "UNKNOWN".
    - (2) The date and time (local or Zulu, state which) of detonation (place beneath the date of detection).
  - b. Ensure that markers are positioned so that they can be easily seen and the recorded information faces away from the area of contamination.
    - (1) Ensure that markers are attached to objects, such as trees or poles, so that they will be easily visible from all probable routes through the contaminated area.
    - (2) Ensure that each marker is placed so that the next one can be seen from the one previously emplaced.
3. Supervise the employment of NBC markers for chemical contamination.
  - a. Ensure that all information is printed on the front side of the marker so that the word "GAS" is facing toward you in an upright position. Information should include--
    - (1) The type of agent detected. If unknown, print the word "UNKNOWN".
    - (2) The date and time (local or Zulu, state which) of detonation (place beneath the type of agent detected).
  - b. Ensure that markers are positioned so that they can be easily seen and the recorded information faces away from the area of contamination.
    - (1) Ensure that markers are attached to objects, such as trees or poles, so that they will be easily visible from all probable routes through the contaminated area.
    - (2) Ensure that each marker is placed so that the next one can be seen from the one previously emplaced.

**Evaluation Preparation:** Setup: Use simulated agents to produce a contaminated environment for chemical and biological (CB) agents. When requiring a marker for nuclear contamination, tell the soldier the amount of radiation present.

Brief Soldier: Tell the soldier that the test will consist of ensuring that NBC markers are properly emplaced and all information is printed on the markers.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Supervised the employment of NBC markers for nuclear contamination.	—	—
2. Supervised the employment of NBC markers for biological contamination.	—	—
3. Supervised the employment of NBC markers for chemical contamination.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

FM 3-3  
TM 3-9905-001-10

**Related**

**Supervise Unit Preparation for a Nuclear, Biological, and Chemical (NBC) Attack**  
**031-503-4002**

**Conditions:** You are given commander's guidance, a radio, pioneer tools (ax, shovel, mattock), chemical alarms, chemical agent detector kits, covering materials (plastic sheets, ponchos, or tarpaulins), and soldiers who have their mission-oriented protection posture (MOPP) gear.

**Standards:** Prepare and protect materiel from becoming damaged, contaminated, or inoperable and unit personnel from becoming casualties. Standards are not degraded if performed in MOPP 4; however, because of the amount of physical work that must be done in this task, serious performance degradation may result if soldiers are in MOPP gear.

**Performance Steps**

1. Supervise unit preparation for a nuclear attack.
  - a. Individual protection.
    - (1) Ensure that personnel are sheltered in well-constructed fighting positions with overhead cover, bunkers, and/or armored vehicles.
    - (2) Ensure that personnel cover all exposed skin (roll sleeves down, button collars). A handkerchief or similar cloth may be worn over the nose and mouth to prevent inhalation of contaminated dust.
  - b. Position.
    - (1) Ensure that the terrain is used effectively to minimize the effects of an attack.
    - (2) Ensure that the type of available shelter selected (covered foxholes, field-expedient overhead cover, buildings, tents, and armored vehicles) provides the best protection from weapon effects.
  - c. Materiel.
    - (1) Ensure that supplies, equipment, and vehicles are dispersed and/or dug in as much as possible. Ensure that explosives, ammunition, and flammables (fuel and oil) have been dispersed and/or dug in. Cover them if possible.
    - (2) Ensure that existing cover provides protection and natural shielding for vehicles, supplies, and equipment from a nuclear explosion. Ensure that vans are parked so that their air conditioner intakes are opposite the prevailing wind direction. Ensure that air conditioners are turned off and intakes are covered with nonporous materials (plastic sheets or ponchos).
    - (3) Ensure that flammable debris is kept to a minimum. Ensure that small objects are secured to minimize the danger of casualties and damage from flying debris.
    - (4) Ensure that all food and water are tightly sealed in containers and secured under available cover.
    - (5) Ensure that all electronic equipment and radios are turned off if not required for use.
    - (6) Ensure that power cables, antennas, and unused electronic equipment are disconnected and removed from power mounts.
    - (7) Ensure that communications and electronics equipment are placed inside bunkers or armored vehicles to enhance protection against an electromagnetic pulse (EMP).
  - d. Unit. Ensure that NBC equipment operators prepare the equipment for use.
2. Supervise unit preparation for a biological attack.
  - a. Individual protection.
    - (1) Coordinate with medical personnel for needed immunizations.
    - (2) Ensure that soldiers practice good hygiene and field sanitation procedures.
    - (3) Ensure that soldiers are in good physical condition (well rested, well fed, and healthy).
    - (4) Ensure that soldiers button clothing and cover exposed skin or wear the appropriate MOPP level.
    - (5) Ensure that soldiers check protective masks and individual equipment for serviceability.
    - (6) Coordinate with supply personnel for needed parts and equipment.
  - b. Position.

**Performance Steps**

- (1) Ensure that the terrain is used effectively to minimize the effects of an attack.
- (2) Ensure that the type of available shelter selected (covered foxholes, field-expedient overhead cover, buildings, tents, and armored vehicles) provides the best protection from weapon effects.
- c. Materiel.
  - (1) Ensure that all food and water are tightly sealed in containers and secured under available cover.
  - (2) Ensure that unused supplies and equipment are covered to avoid surface contamination from an aerial spray attack.
  - (3) Ensure that vans are parked so that their air conditioner intakes are opposite the prevailing wind direction. Ensure that air conditioners are turned off and intakes are covered with nonporous materials (plastic sheets or ponchos).
- 3. Supervise unit preparation for a chemical attack.
  - a. Individual protection.
    - (1) Ensure that soldiers are in good physical condition (well rested, well fed, and healthy).
    - (2) Ensure that soldiers check protective equipment for serviceability and that they coordinate with supply personnel for replacement parts and equipment.
    - (3) Ensure that the appropriate MOPP level is assumed.
    - (4) Ensure that individuals seek available overhead cover or use ponchos, plastic sheets, tarpaulins, and so on to cover their positions.
    - (5) Ensure that antidotes and decontaminating kits are serviceable and readily available.
  - b. Position.
    - (1) Ensure that the terrain is used effectively to minimize the effects of an attack.
    - (2) Ensure that the type of available shelter selected (covered foxholes, field-expedient overhead cover, buildings, tents, and armored vehicles) provides the best protection from weapon effects.
  - c. Materiel.
    - (1) Ensure that all equipment, supplies, and vehicles are dispersed as much as possible. Ensure that these items are covered with nonporous materials (plastic sheets or ponchos). As a last resort, use dense foliage.
    - (2) Ensure that vans are parked so that their air conditioner intakes are opposite the prevailing wind direction. Ensure that air conditioners are turned off and intakes are covered with nonporous materials (plastic sheets or ponchos).
    - (3) Ensure that unpackaged food is in sealed containers. Ensure that soldiers open food only when they are ready to eat it, keep water in sealed containers, and cover items if possible.
  - d. Unit. Ensure that operators of NBC equipment prepare the equipment for use.

**Evaluation Preparation:** Setup: To evaluate this task, choose a site that allows the dispersing and/or digging in of vehicles, supplies, and equipment. You may decide to quiz the soldier on performance measures that are difficult to evaluate otherwise, such as individual preparation for a biological attack.

**Brief Soldier:** Tell the soldier he will be evaluated on his ability to supervise unit preparations for an NBC attack.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Supervised unit preparation for a nuclear attack.	—	—
2. Supervised unit preparation for a biological attack.	—	—
3. Supervised unit preparation for a chemical attack.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show how to do it correctly.

STP 21-24-SMCT

**References**  
**Required**  
FM 3-4

**Related**



**Report NBC Information Using NBC 4 Report  
031-506-1053**

**Conditions:** Given a simulated nuclear, biological, or chemical attack; a watch; a map; a compass; a protractor; a pencil; paper; and the NBC report format guide (Graphic Training Aid [GTA] 03-06-008 or Department of the Army [DA] Form 1971-10-R).

**Standards:** Complete NBC 4 reports with all heading information and mandatory line items (Q, R, and S for nuclear or H, Q, and S for chemical or biological). Include all other appropriate data, and ensure that each report is in the correct format. Disseminate completed NBC 4 reports to the proper authority.

**Performance Steps**

**NOTE:** Go to step 2 if it is a nuclear report. Go to step 3 if it is a chemical and biological (CB) report. Treat depleted uranium (DU) the same as a nuclear hazard:

1. Prepare an NBC 4 nuclear report.

**NOTE:** The mandatory information in an NBC 4 nuclear report is the location of the reading (line Q), the dose rate (line R), and the date-time group (DTG) of the reading (line S).

- a. Report the heading information for the NBC 4 nuclear report:
  - (1) FROM: Enter your unit identification.
  - (2) TO: Enter the unit identification you are calling.
  - (3) PRECEDENCE: Use "IMMEDIATE".
  - (4) CLASSIFICATION: Usually sent unclassified.
  - (5) DATE-TIME: Use eight digits (DDHHMM - two digits for the day, four digits to represent military time) plus "Zulu" or "LOCAL".
  - (6) TYPE OF REPORT: Enter "NUCLEAR".
  - (7) CATEGORY OF REPORT: Enter "INITIAL" if this is the first report on this attack you will submit; otherwise, enter "FOLLOW-UP".
- b. Turn DA Form 1971-10-R to the reverse side.
  - (1) Line A: Enter the strike serial number.
  - (2) Line Q: Enter grid coordinates of the location of the reading (grid coordinates or place name, state actual or estimated).
  - (3) Line R: Enter the dose rate in centigrays per hour (cGyph).
  - (4) Line S: Enter the DTG of the reading.

**NOTE:** The NBC 4 report can contain more than one reading. Repeat lines Q, R, and S if necessary.

- c. Go to step 4.

2. Prepare an NBC 4 CB report.

**NOTE:** The mandatory information in an NBC 4 CB report is the type of agent (line H), the location of the reading (line Q), and the DTG of the reading (line S).

- a. Report the heading information for the NBC 4 CB report.
  - (1) FROM: Enter your unit identification.
  - (2) TO: Enter the unit identification you are calling.
  - (3) PRECEDENCE: Use "IMMEDIATE".
  - (4) CLASSIFICATION: Usually sent unclassified.
  - (5) DATE-TIME: Use eight digits (DDHHMM - two digits for the day, four digits to represent military time) plus "Zulu" or "LOCAL".
  - (6) TYPE OF REPORT: Enter "CHEMICAL" or "BIOLOGICAL".
  - (7) CATEGORY OF REPORT: Enter "INITIAL" if this is the first report on this attack you will submit; otherwise, enter "FOLLOW-UP".
- b. Use Section I on DA Form 1971-10-R.
  - (1) Line A: Enter the strike serial number.
  - (2) Line H: Enter the type of agent.

**Performance Steps**

(3) Line Q: Enter grid coordinates of the location of the reading (grid coordinates or place name, state actual or estimated).

(4) Line S: Enter the DTG of the reading.

NOTE: The NBC 4 report can contain more than one reading. Repeat lines Q, R, and S if necessary.

c. Go to step 4.

3. Submit the completed NBC 4 report using any means possible.

**Evaluation Preparation:** Setup: Gather the items provided in the conditions statement. Develop a situation containing observer data. The information may be written and given to the soldier. Develop a different situation for each type of report.

**Brief Soldier:** Tell the soldier that the test will consist of preparing and submitting NBC 4 reports. Give him the necessary items, including the data that you developed. Tell the individual to prepare and submit NBC 4 reports.

**Performance Measures**

1. Prepared an NBC 4 nuclear report.

GO      NO GO

\_\_\_\_\_

2. Prepared an NBC 4 CB report.

\_\_\_\_\_

3. Submitted the completed NBC report.

\_\_\_\_\_

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any steps failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

DA FORM 1971-10-R

GTA 03-06-008

**Related**

FM 3-3

FM 3-3-1

## Conduct a Mask Fit Test

**031-506-2061**

**Conditions:** Given an M41 Protection Assessment Test System (PATS); M17-, M40-, M42- and M45-series protective masks; PATS operator manual; Training Circular (TC) 3-41; and any of the following situations:

1. You are directed by the commander to conduct a mask fit test.
2. You have a soldier(s) who requires an initial issue, an annual verification, or a replacement mask issue. This task will not be performed in MOPP 4.

**Standards:** Perform all the steps in sequence to verify the fit of a protective mask to an individual's face.

### Performance Steps

1. Prepare the mask for the fit test (M40-, M42-, and M45-series).
  - a. Attach the drink tube sampling adapter to the drink tube quick-disconnect coupling.
  - b. Have the soldier sit down for the fit test.
  - c. Have the soldier don the mask.
  - d. Instruct the soldier to blow as hard as possible several times into the internal drink tube mouthpiece to remove any trapped fluids or foreign matter. **THIS IS A CRITICAL STEP.** Ensure that the drink tube is clear so that foreign matter will not be drawn into the protection assessment test instrument (PATI) and the PATI will be able to draw air from inside the mask.
  - e. Have the soldier adjust the facepiece and tighten the head harness. Ensure that the facepiece is properly fitted.
2. Prepare the mask for the fit test (M17-series).
  - a. Attach the drink tube sampling adapter to the drink tube quick-disconnect coupling.
  - b. Attach the drink valve retaining lever to hold the drink valve open.
  - c. Have the soldier sit down for the fit test.
  - d. Have the soldier don the mask.
  - e. Instruct the soldier to blow as hard as possible several times into the internal drink tube mouthpiece to remove any trapped fluids or foreign matter. **THIS IS A CRITICAL STEP.** Ensure that the drink tube is clear so that foreign matter will not be drawn into the PATI and the PATI will be able to draw air from inside the mask.
  - f. Have the soldier remove the mask. Insert the sample tube extension into the internal drinking tube mouthpiece.
  - g. Remove the drink valve retaining lever from the drink valve lever.

**WARNING: HAVE THE SOLDIER CLOSE HIS EYES WHILE PUTTING THE MASK ON TO PREVENT THE SAMPLE EXTENSION TUBE FROM TOUCHING AND POSSIBLY INJURING HIS EYES.**

  - h. Instruct the soldier to don the mask. Ensure that the sample extension tube is properly positioned.
  - i. Adjust the facepiece, and tighten the head harness. Ensure that the facepiece is properly fitted.
  - j. Attach the drink valve retaining lever so that the drink valve is held in the open position for the duration of the fit test.
3. Conduct a mask fit test (M17-, M40-, M42-, and M45-series). (See the PATS operator's manual).
 

**NOTE:** It is important that smoking not be permitted in the immediate area where the fit test is being conducted, and the soldier should not smoke for at least 30 minutes before the test. To achieve proper results, the soldier should not talk during the test.

  - a. Remove the high-efficiency particulate air (HEPA) filter from the twin tube assembly.
  - b. Attach the twin sample tube (marked "SAMPLE") to the sample port on the end of the drink tube sampling adapter.
  - c. Monitor the reading on the display with the PATI in the count mode and the soldier remaining still until an acceptable reading of 3.0 particles/cubic centimeters (cm) or lower is obtained.

**Performance Steps**

- d. Press the FIT TEST key on the keypad after obtaining an acceptable seal to bring the instrument into the standby fit test mode.

NOTE: Before continuing to the next step, brief the soldier on how to perform the exercises outlined in the operator's manual. The soldier should be instructed to breathe normally during all exercises except the deep breathing exercise.

- e. Verify that the number of exercises is set to S by pressing the NUMBER OF EXERCISES key.
- f. Press the START/STOP TEST key to begin the fit test. Instruct the soldier to perform the first exercise.
- g. Have the soldier remove his mask after the test is complete, and PASS is indicated.
- h. Remove all testing attachments from the soldier's mask.
- i. Repeat the test if FAIL is indicated. (Repeat steps 3f and 3g).

**Evaluation Preparation:** Setup: Ensure that the items required in the conditions section are available to the soldier. A soldier with a mask must be available.

Brief Soldier: Tell the soldier to conduct the mask fit test based on the type of protective mask issued.

NOTE: Performance measures will vary depending on type of mask being fitted (M17-, M40-, M42-, or M45-series).

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Prepared the mask for the fit test (M40-, M42-, and M45-series).	_____	_____
2. Prepared the mask for the fit test (M17-series).	_____	_____
3. Conducted a mask fit test (M17-, M40-, M42-, and M45-series).	_____	_____

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step show him how to do it correctly.

**References**

**Required**

TC 3-41

**Related**

TM 3-4240-279-10

TM 3-4240-279-20&P

## Subject Area 4: Survive [Combat Techniques]

**Adjust Indirect Fire****061-283-6003**

**Conditions:** Given a pair of binoculars, a radio, a compass, pencils, a coordinate scale, a map of the target area, a target to engage within the area, and grid location of friendly troops.

**Standards:** Determine the target location to within 250 meters of its actual location. The initial call for fire must be made within 3 minutes after the target has been identified. Adjustments must be sent within 45 seconds after each round impacts. Observer must enter the fire-for-effect phase using no more than six rounds (initial round plus five for adjustment). Fire for effect must be within 50 meters of the target using successive bracketing procedures (or creeping fire if danger close).

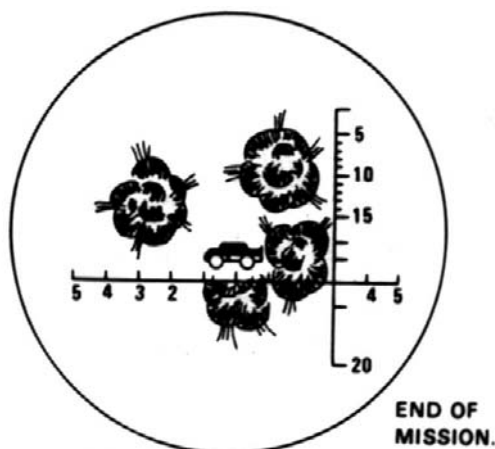
**Performance Steps**

Figure 11

1. Locate the target within 250 meters of the actual target location.
  - a. Locate the target by grid coordinates, shift from a known point, or polar plot.
  - b. Determine the direction from your position to the target.
  - c. Formulate a Call for Fire. Include the elements of the call for fire in sequence.
    - (1) Observer identification (your call sign).
    - (2) Warning order (Adjust fire).
    - (3) Location of target (Grid, Polar, or Shift data).
    - (4) Description of the target (for example "INFANTRY PLATOON IN THE OPEN.").
    - (5) Method of engagement (may be omitted if area fire is desired).
      - (a) If the target is within 600 meters of friendly troops, announce "DANGER CLOSE" to the FDC (Fire Direction Center) in the initial call for fire in the method of engagement phase.
      - (b) Use creeping procedures to adjust danger close fire. Range corrections should not exceed 100 meters.
      - (c) Initial target location is reported on the enemy side of the target.
    - (6) Method of fire control.

Performance Steps

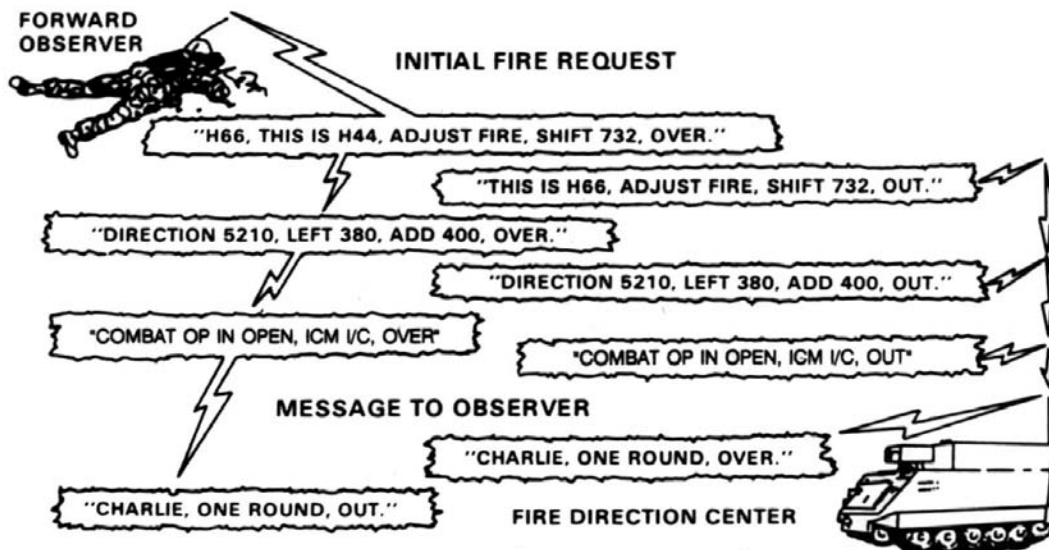


Figure 1

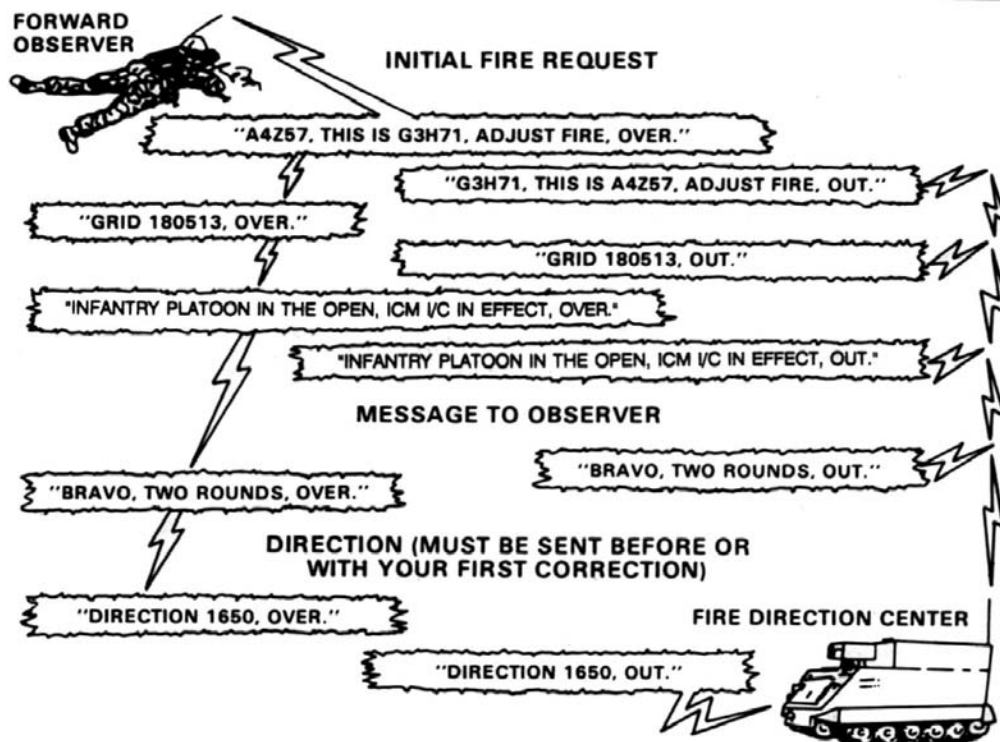


Figure 2

NOTE: The initial fire request for a mission using shift from a known point would be somewhat like Figure 1. The request for a grid mission would be similar to Figure 2.

2. Transmit the call for fire to the FDC within 3 minutes of target identification
  - a. Conduct three transmissions.

**Performance Steps**

- (1) Send observer identification and warning order. Example: H24, this is N59, fire for effect, over.
  - (2) Send target location. Example: Grid NF506394, over. (Give the six-digit grid of the target, with the grid zone identifier, to within 250 meters of the target's actual location.)
  - (3) Send target description, method of engagement, method of fire and control. Example: Tank in the open, ICM (Improved Conventional Munitions) in effect, over.
- b. Give the direction to the target within 100 mils (M2 compass) or five degrees (lensatic compass) or give an accurate cardinal direction (no compass available) of the target's actual location. This should be sent before the first correction, or with the first correction.
3. Adjust rounds to within 50 meters of the target, within 45 seconds of the impact of each adjusting round.
- a. Spot each round when it impacts as right or left, over or short of your target.
  - b. Measure deviation. Measure the horizontal angle in mils, using the reticle pattern in the binoculars or hand measurement of angular deviation. (Figure 3 and Figure 4 ). Estimate the range to the target and divide by 1,000. This is the OT ( Observer-Target) factor. IF the OT distance is 1,000 meters or greater, the OT Factor is expressed to the nearest whole number. If the OT distance is less than 1,000 meters, the OT factor is expressed to the nearest 1/10th. For example, 800 = 0.8. Multiplying the OT factor by the deviation measured in mils produces deviation corrections in meters.

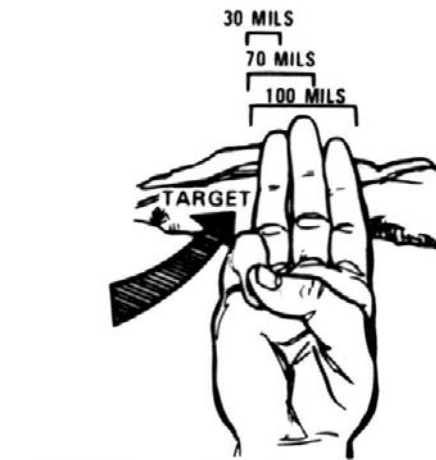
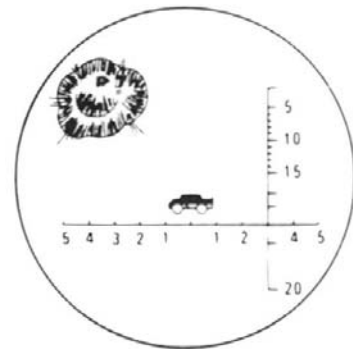


Figure 4

**Performance Steps**



MILS · OT · SHIFT  
 50 · 2 = 100 METERS  
 "RIGHT 100. DROP 400. OVER"

Figure 3

- c. When the first range spotting is observed, make a range correction that would result in a range spotting in the opposite direction. For example, if the first round is short, add enough to get an over on the next round. This is called successive bracketing (Figure 5). Figure 6 shows the impact of your initial round. Since the round is beyond the target, you must drop. You estimate that the round is 250 meters beyond the target. Therefore, you must drop 400 meters to start successive bracketing procedures. The round impacted 50 mils left of the target. With an OT factor of 2, the round impacted 100 meters left. Your correction to the FDC is "RIGHT 100-DROP 400-OVER".

DO NOT BRACKET when DANGER CLOSE, it could result in friendly casualties, use the Creeping Fire Procedure (all corrections are 100 meters or less).

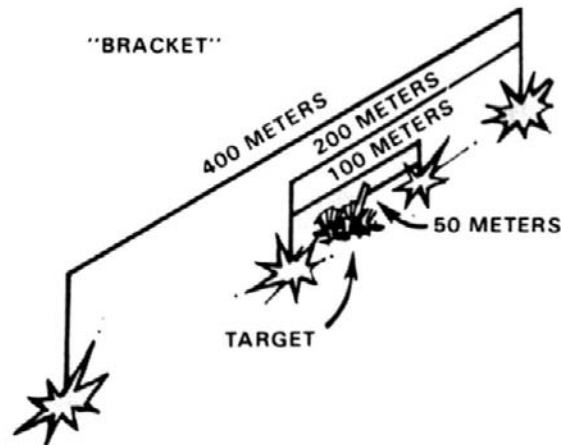


Figure 5



**Performance Steps**

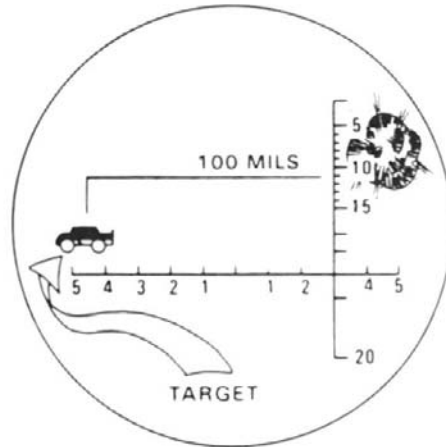
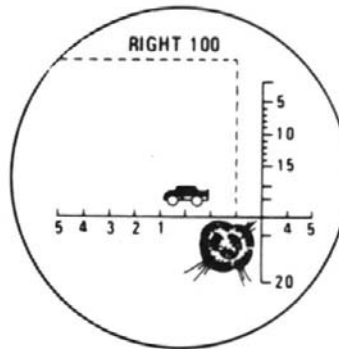


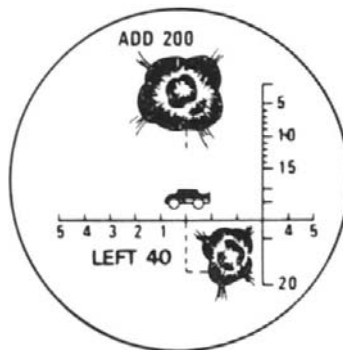
Figure 6

- d. Continue splitting the range bracket until a 100-meters bracket is split or range correct spotting is observed, maintaining deviation on line. (Figure 7 and 8 show the next adjustments).



"LEFT 40, ADD 200, OVER."

Figure 7



"DROP 100, OVER."

Figure 8

**Performance Steps**

- e. Transmit corrections to the FDC in meters. The initial correction should bracket the target in range. Deviation correction should be made to keep the rounds on the observer target line.
  - f. Use the following guide to establish a bracket. When the estimated round impact distance to the target is:
    - (1) More than 400 meters, add or drop 800.
    - (2) More than 200 but less than 400 meters, add or drop 400 meters.
    - (3) More than 100 but less than 200 meters, add or drop 200 meters.
    - (4) Less than 100 meters, add or drop 100 meters.
    - (5) Add or drop 50 meters and announce Fire for Effect.
4. Initiate fire for effect. When a 100-meter bracket is split or a range correct spotting is made, the fire-for-effect phase is entered (figure 9). The adjustment phase of a fire mission would resemble the example shown in figure 10. Figure 11 shows a simulated pattern which might be observed in the fire-for-effect phase. In figure 12, the observed results of fire for effect are reported.

## END OF MISSION

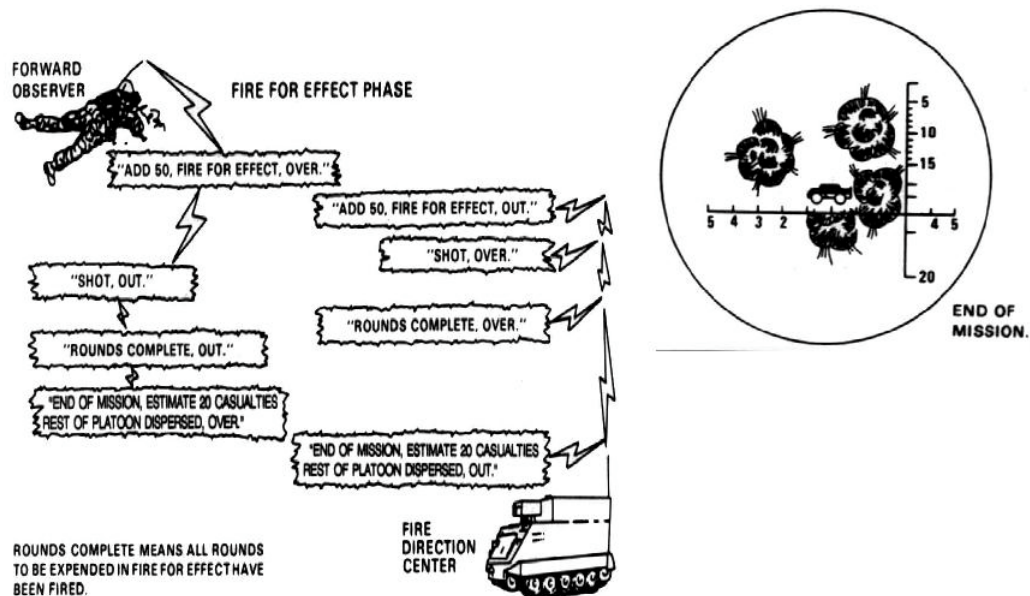
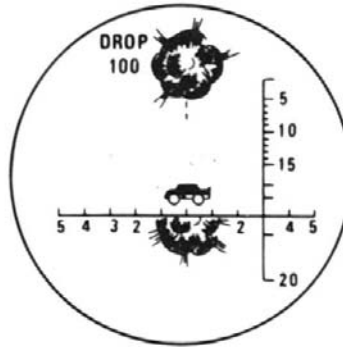


Figure 12

Performance Steps



"ADD 50, FIRE FOR EFFECT, OVER."

Figure 9

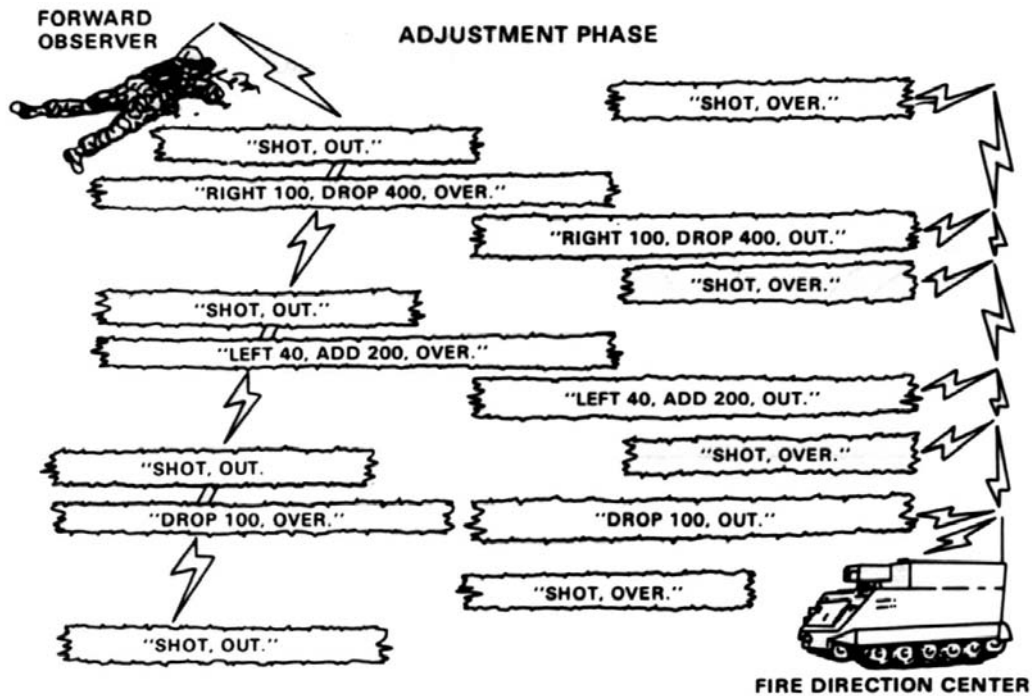


Figure 10

5. Observe the results of fire for effect, transmit refinements (if necessary), and provide end of mission and surveillance
  - a. Determine the effects on the target.
  - b. Give a brief description of what happened to the target. Example: EOM, target destroyed, estimate two casualties, over.

**Evaluation Preparation:** Setup: Ensure that a target is readily identifiable to the soldier and the required equipment is present and operational. The evaluator must know the grid location, direction, and distance to the target that will be used.

Brief Soldier: Identify the target to the soldier. Tell the soldier he must enter the fire-for-effect phase using no more than six rounds (initial round plus five for adjustment). Fire for effect must be within 50 meters

of the target, using successive bracketing procedures. The initial call for fire must be made within 3 minutes after the target has been identified. Adjustments must be sent within 45 seconds after each round impacts.

NOTE: Ensure that the soldier understands exactly what is expected of him, but do not help him in any way.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Located the target to within 250 meters of the actual target location.	—	—
2. Transmitted the call for fire to the FDC within 3 minutes of target identification.	—	—
3. Adjusted rounds to within 50 meters of the target, within 45 seconds of the impact of each adjusting round.	—	—
4. Entered the fire for effect phase when a 100 meter bracket was split, or when a range correct spotting was obtained.	—	—
5. Observed the results of fire for effect, transmitted refinements (if necessary), and provided end of mission and surveillance.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

**References**

**Required**  
 FM 3-25.26  
 FM 6-30

**Related**

## Use Visual Signaling Techniques

071-326-0608

**Conditions:** Given a requirement to use visual signals.

**Standards:** Gave the proper procedures for each required action required.

### Performance Steps

1. Ensure you can be seen by the soldiers you are signaling.
2. Perform the visual signals for combat formations, battle drills, and movement techniques as outlined below:
  - a. Perform formation signals coil and herringbone (Figures 1 and 2).

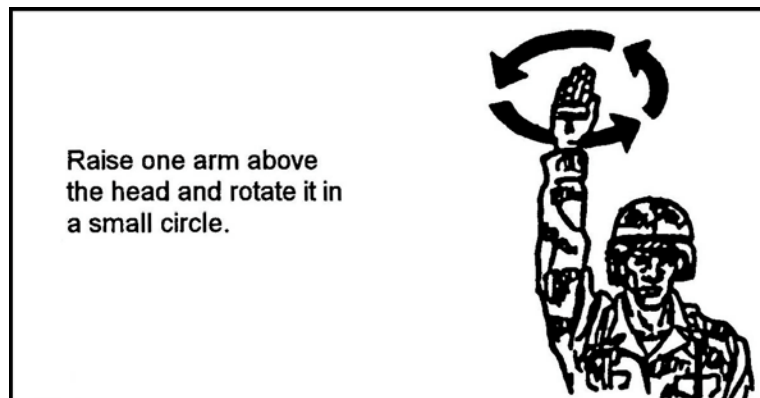


Figure 1. Coil.

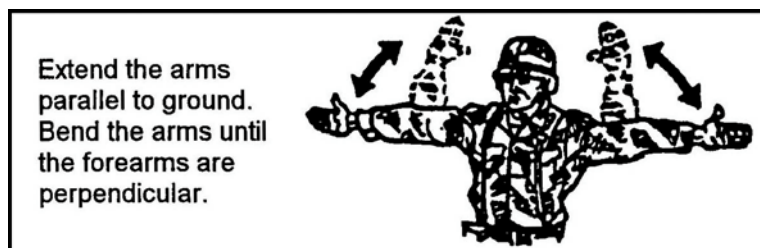


Figure 2. Herringbone.

- b. Perform following drill signals: Contact left, contact right, action right, action left, action front (right, left, or rear), air attack, and nuclear, biological, or chemical attack. (Figures 3 through 9).

**Performance Steps**

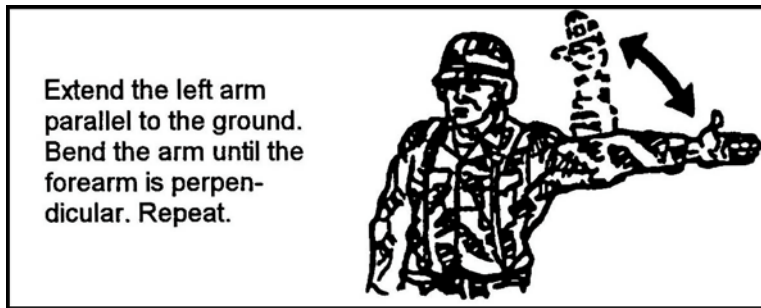


Figure 3. Contact left.

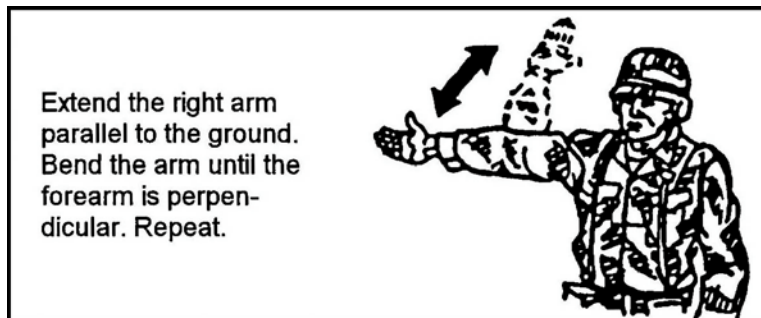


Figure 4. Contact right.

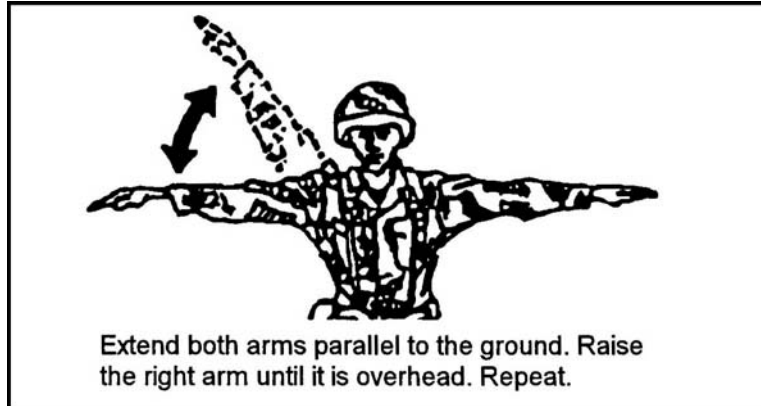


Figure 5. Action left.

Performance Steps

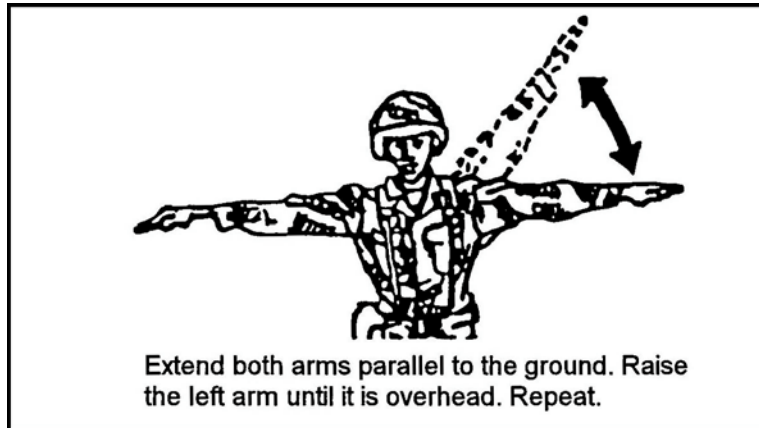


Figure 6. Action right.

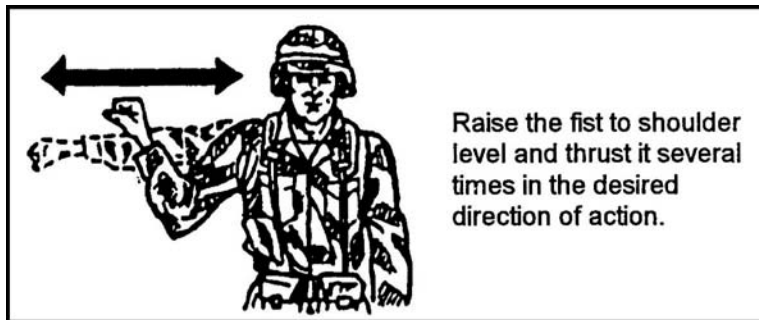


Figure 7. Action front (right, left, or rear), fight on foot, or assault fire (dismounted troops).

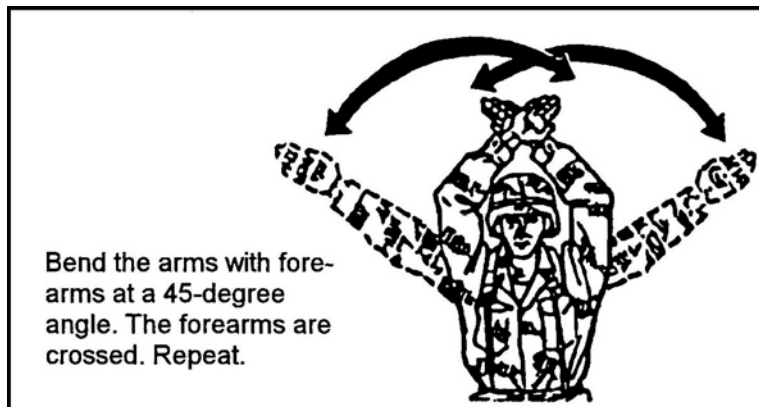


Figure 8. Air attack.

**Performance Steps**

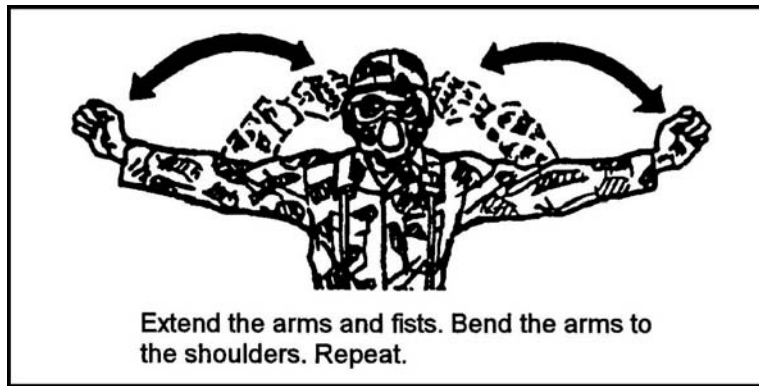


Figure 9. Nuclear, biological, or chemical attack.

- c. Perform movement technique signals: Traveling, traveling overwatch, bounding overwatch (Figures 10 through 14).

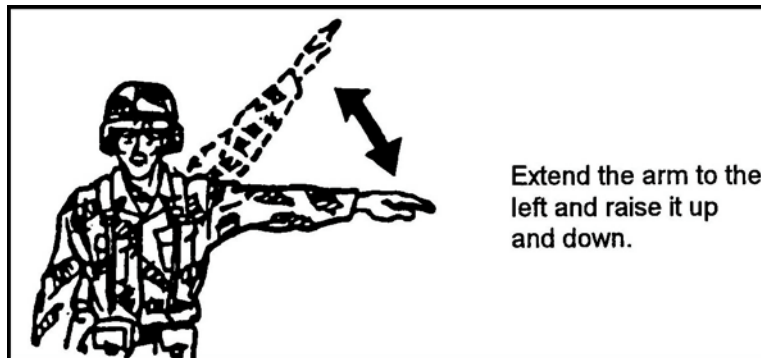


Figure 13. Move to left.

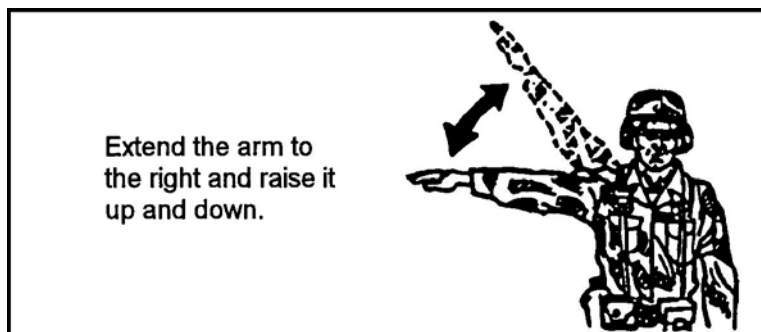


Figure 14. Move to right.



Performance Steps

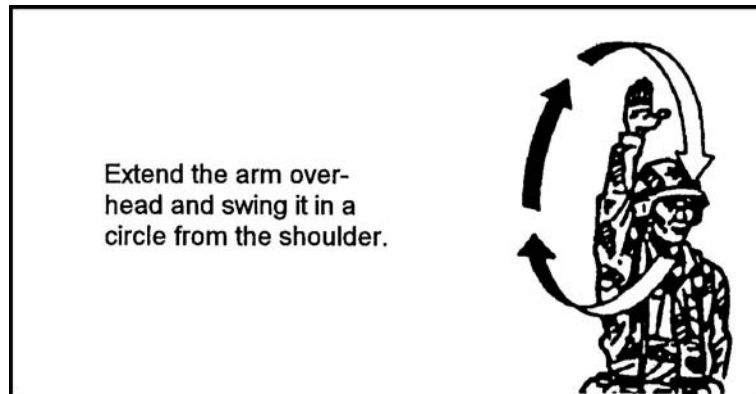


Figure 10. Traveling.

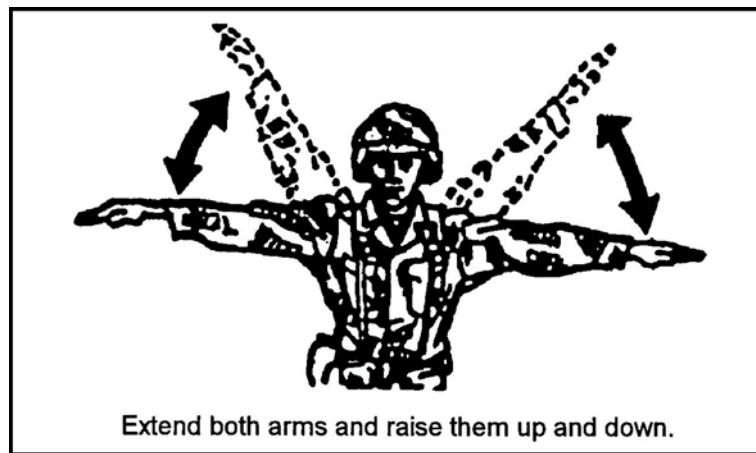


Figure 11. Traveling overwatch.

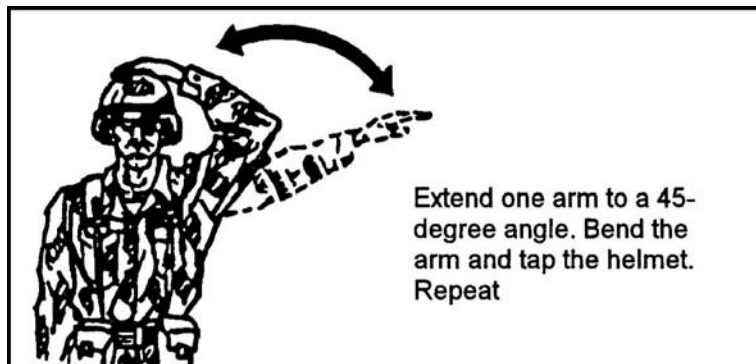


Figure 12. Bounding overwatch, cover my move.

- d. Perform vehicle signals: Move to the left, move to the right, move forward, attention, I am ready, or ready to move, are you ready, mount, disregard previous common, I do not understand, Start engine or prepare to move, halt or stop, increase speed, advance, open up, close up, right or left turn, slow down, move in reverse, close distance between vehicles and stop, stop engines, dismount, neutral steer, stop, button up or unbutton and message acknowledged. (Figures 15 through 36).

Performance Steps

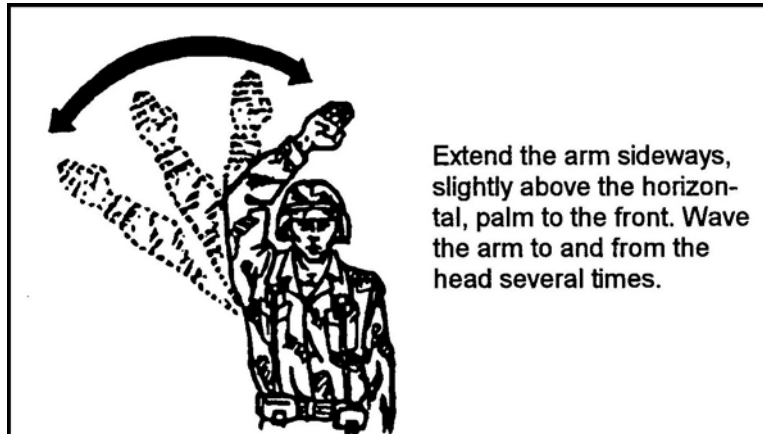


Figure 16. Attention!

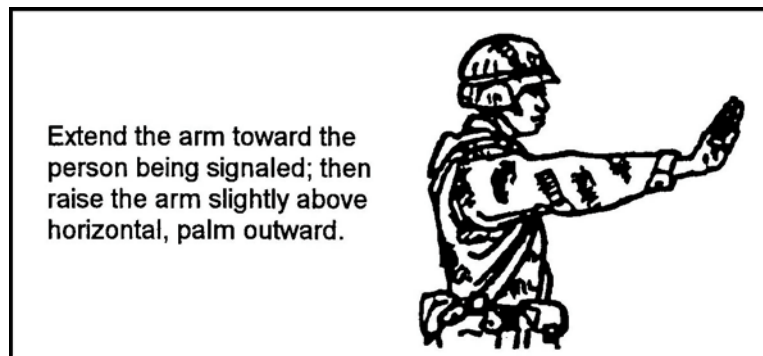


Figure 17. I am ready, or ready to move, are you ready?

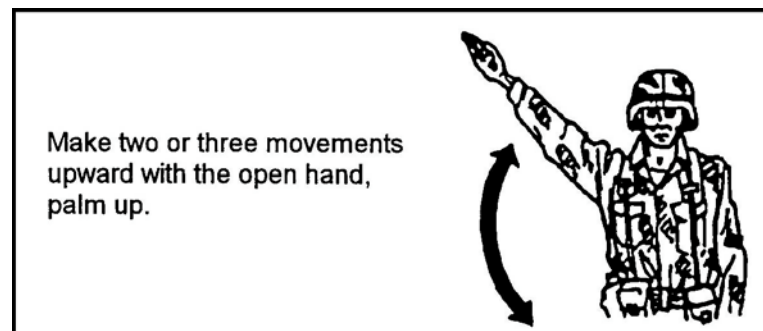


Figure 18. Mount.

Performance Steps

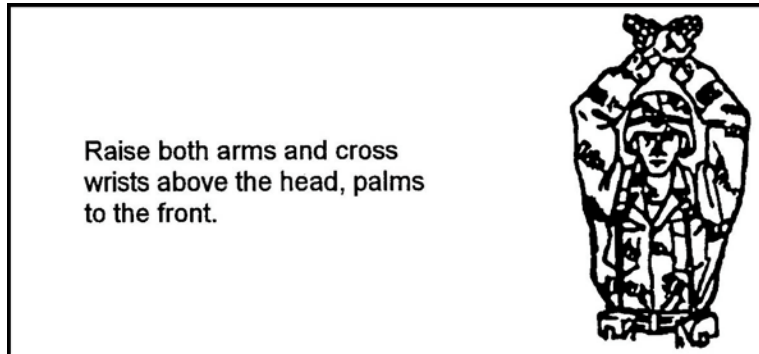


Figure 19. Disregard previous common or as you were.

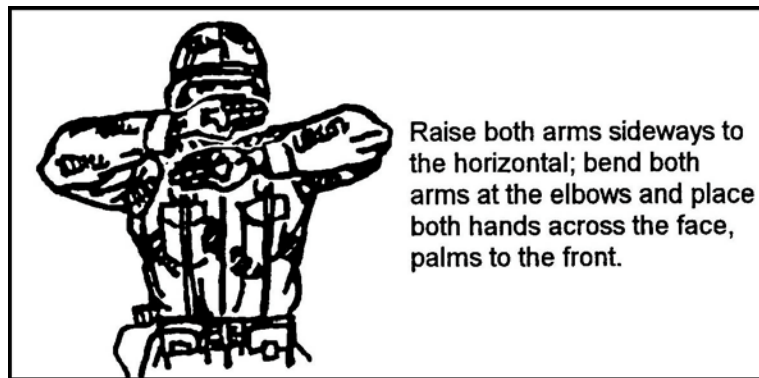


Figure 20. I do not understand.

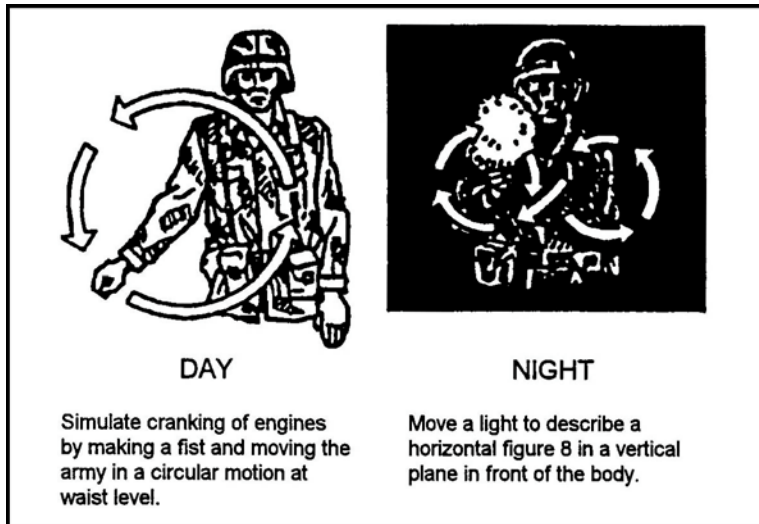


Figure 21. Start engine or prepare to move.

Performance Steps

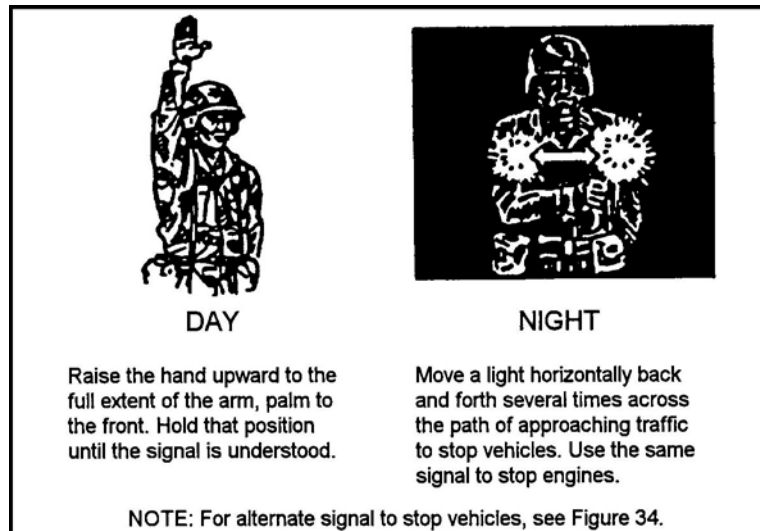


Figure 22. Halt or stop.

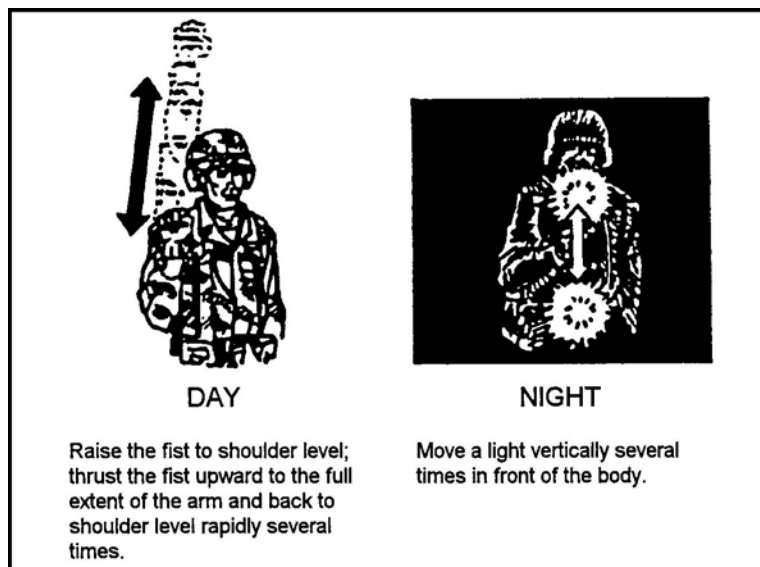


Figure 23. Increase speed.

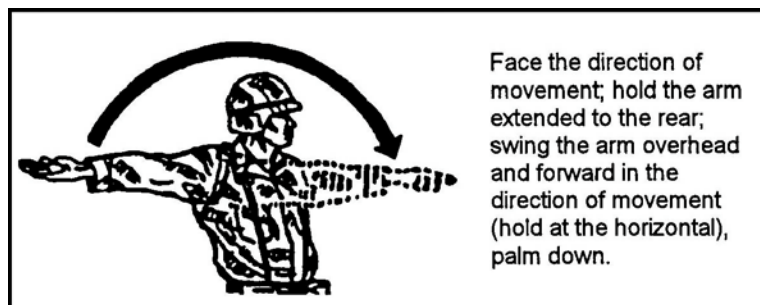


Figure 24. Advance or move out.

Performance Steps

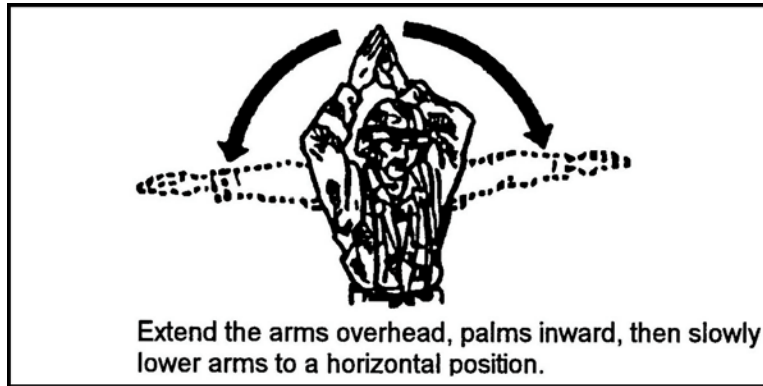


Figure 25. Open up.

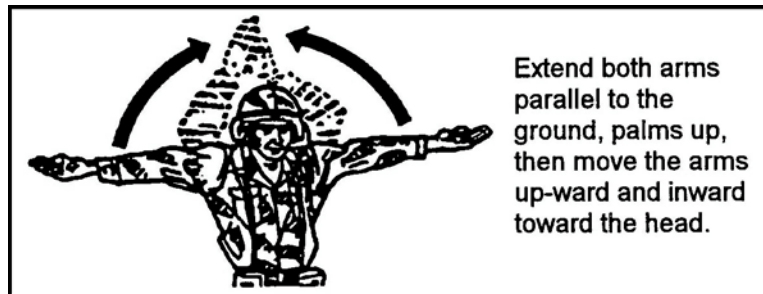


Figure 26. Close up.

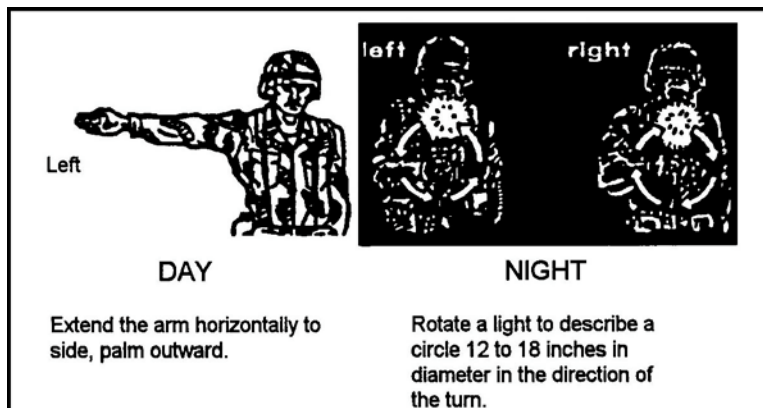


Figure 27. Right or left turn.

Performance Steps

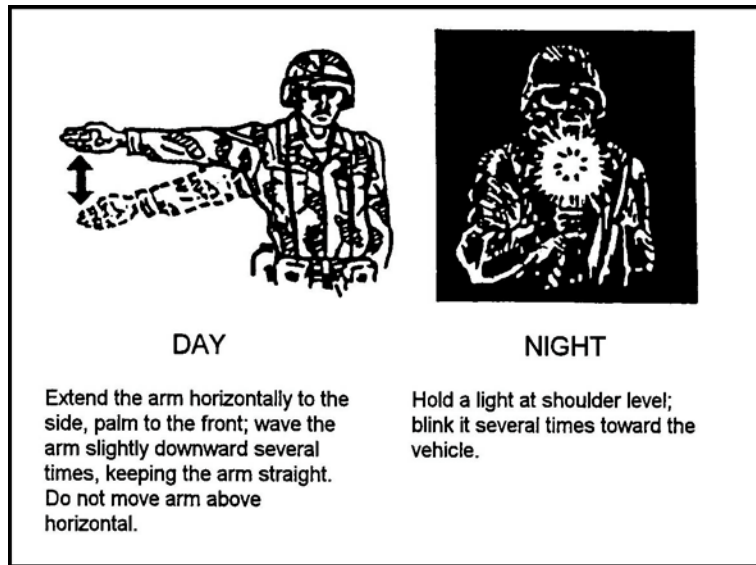


Figure 28. Slow down.

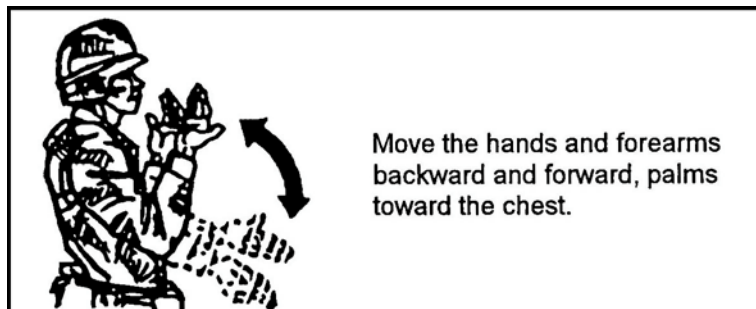


Figure 15. Move forward.

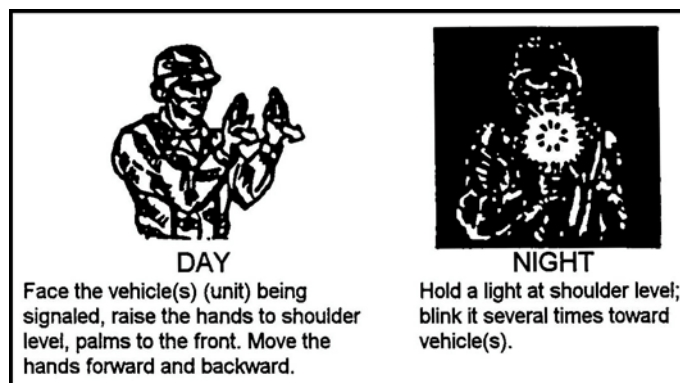


Figure 29. Move in reverse (for stationary vehicles).

Performance Steps

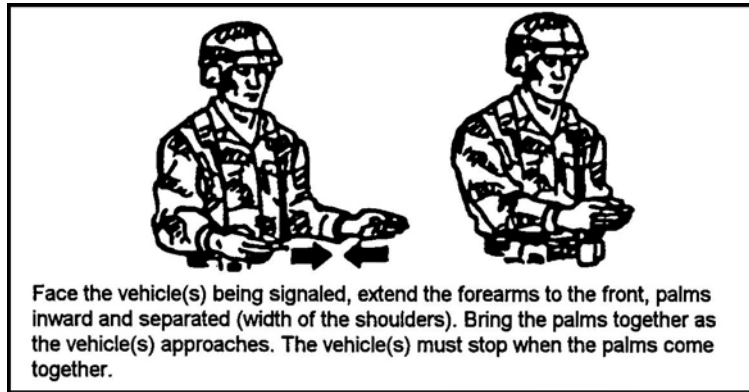


Figure 30. Close distance between vehicles and stop.

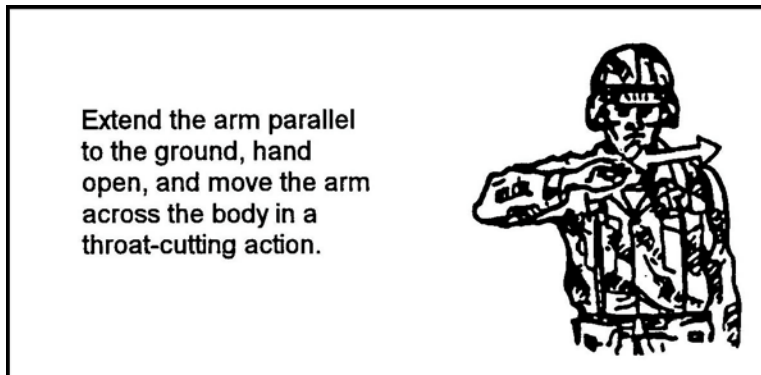


Figure 31. Stop engines.

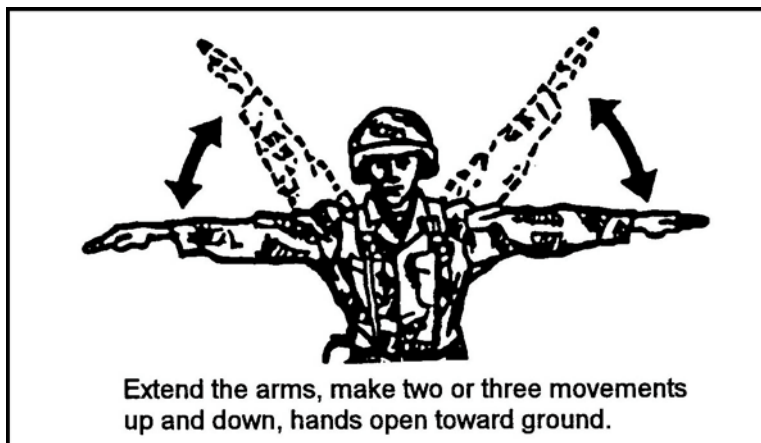


Figure 32. Dismount.



Performance Steps

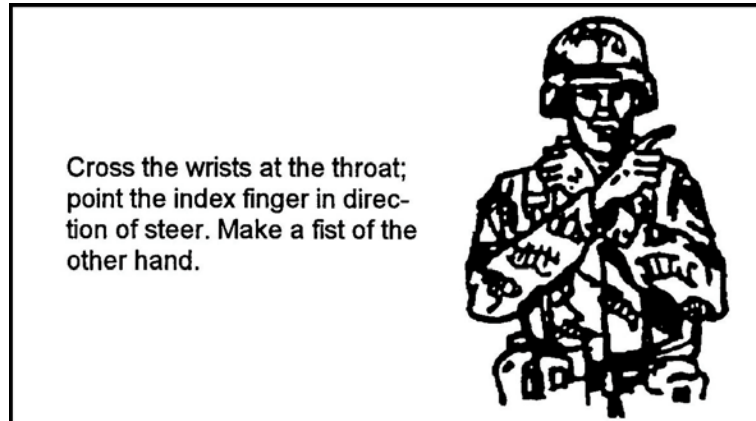


Figure 33. Neutral steer (track vehicles).

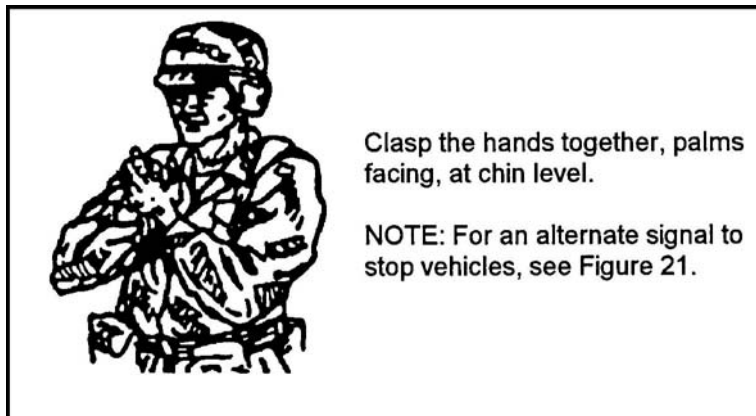


Figure 34. Stop (alternate signal to stop track vehicle).

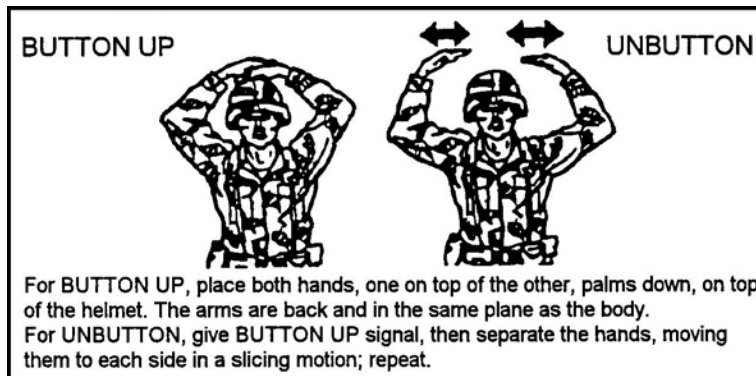


Figure 35. Button up or unbutton.



**Performance Steps**



Figure 36. Message acknowledged.

3. Perform flag signals: Single signal flag, mount, dismount, dismount and assault, assemble or close, move out and nuclear, biological or chemical hazard present.(Figures 37 through 43)

NOTE: When used alone, flag colors have the following meanings. Red--danger, or enemy in sight. Green--all clear, ready, or understood. Yellow--disregard, or vehicle out of action. During periods of poor visibility colored chemical lights or flashlights with colored filters may be substituted for flags.

**Evaluation Preparation:** SETUP: At the test site, provide a set of vehicle-signaling flags and a flashlight. From the signals shown in the task, pick 10 to test.

BRIEF SOLDIER: Tell the soldier that he will have to correctly perform each of the 10 signals that you will give him.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Performed proper formation signals.	___	___
2. Performed proper drill signals.	___	___
3. Performed proper movement technique signals.	___	___
4. Performed proper signals to control vehicle drivers and crews.	___	___
5. Performed proper flag signals.	___	___

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

**References**

**Required**

**Related**

- FM 17-95
- FM 21-60
- FM 7-7

**Supervise Construction of a Fighting Position**  
**071-326-5704**

**Conditions:** Given soldiers, TO&E equipment and a sector of responsibility.

**Standards:** Ensured that the initial preparation was accomplished for each fighting position and that the completed position provided cover, concealment, and fields of fire.

**Performance Steps**

1. Ensured that the construction of the individual fighting position generally follows the sequence below.
2. Assigned the location of the position and the sector of fire. The soldier constructing the position should emplace sector of fire stakes.
3. Ensured soldiers partially cleared fields of fire within their sector and dug a hasty hole for minimum protection, were careful not to destroy natural camouflage around their positions. They saved sod, grass clumps, etc, for use as camouflage later.
4. Ensured the soldiers dug a hole which is armpit deep. If they had a natural frontal parapet, the dirt from the hole was carried away and camouflaged. Ensured the dirt was used to make a frontal parapet if there was not a natural frontal parapet..
5. Ensured the soldiers completed clearing fields of fire, cleared only what is absolutely necessary. Ensured that the soldier got into the firing positions and checked their fields of fire.
6. Ensured the soldiers camouflaged their positions using available materials (sod, grass clumps, foliage, etc) blending the position with the surrounding area. The camouflage was checked from about 35 meters to the front; if the position was spotted easily, more camouflage work was performed.
7. Ensured the soldier constructed overhead cover. Ensured logs and planks, 4 to 6 inches thick, that would support at least 6 or 8 inches of dirt (logs and dirt should total 12 inches), and dig a cave-like area big enough to get under.
8. Ensured the soldier to improved their positions. Checked for include grenade sump, drainage trench, elbow holes, night firing stakes, range cards and camouflage.

**Evaluation Preparation:** Setup: At the site, assign each soldier an area of responsibility. Issue any required equipment or supplies needed to construct the fighting position.

**Brief Soldier:** Tell the soldier to supervise the construction of a fighting position with his soldiers while being and evaluated.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Assigned sector of fire to each position.	_____	_____
2. Checked that initial position was completed first.	_____	_____
a. Sector of fire stakes were emplaced.		
b. Hasty hole for minimum protection was dug		
c. Natural camouflage around position was preserved.		
3. Supervised completion of fighting position.	_____	_____
a. Position was at least armpit deep.		
b. Excess dirt from hole was carried away and hidden.		
c. Fields of fire cleared only of minimum foliage.		
d. Position camouflaged so it cannot be seen 35 meters to the front.		

**Performance Measures****GO**   **NO GO**

- e. Overhead cover was at least 12 inches (with 4 to 6 inches of logs or planks and 6 to 8 inches of dirt).
- f. Grenade sumps were dug in position.

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

**References****Required**

FM 5-103

FM 7-8

STP 21-1-SMCT

**Related**

### Establish an Observation Post

071-326-5705

**Conditions:** Given a squad- or platoon-size element in a defensive position, a TA-312/PT field telephone and communication wire, or a radio, and a probable enemy avenue of approach.

**Standards:** Selected a location for an observation post (OP) that provided observation of the avenues of approach, was within small arms range of the element, and offered adequate cover and concealment. Established communication between the OP and the platoon leader or squad leader.

#### Performance Steps

NOTE: The OPs are generally established along probable avenues of approach to listen and observe and to provide early warning of enemy approach.

1. Select an OP.
  - a. The site selected for an OP should provide:
    - (1) Maximum observation of the desired area (specified by the platoon leader).
    - (2) Cover and concealment for the occupants of the OP.
    - (3) Concealed routes to and from the OP.
  - b. Observation is the best way to determine whether the above conditions exist at a site.
  - c. Usually, the best location for an OP is on or near the military crest of a hill. Topographical crests should be avoided because of the possibility of being skylined. It may be appropriate to establish the OP well down the forward slope when observation is restricted by the terrain (Figure 1).

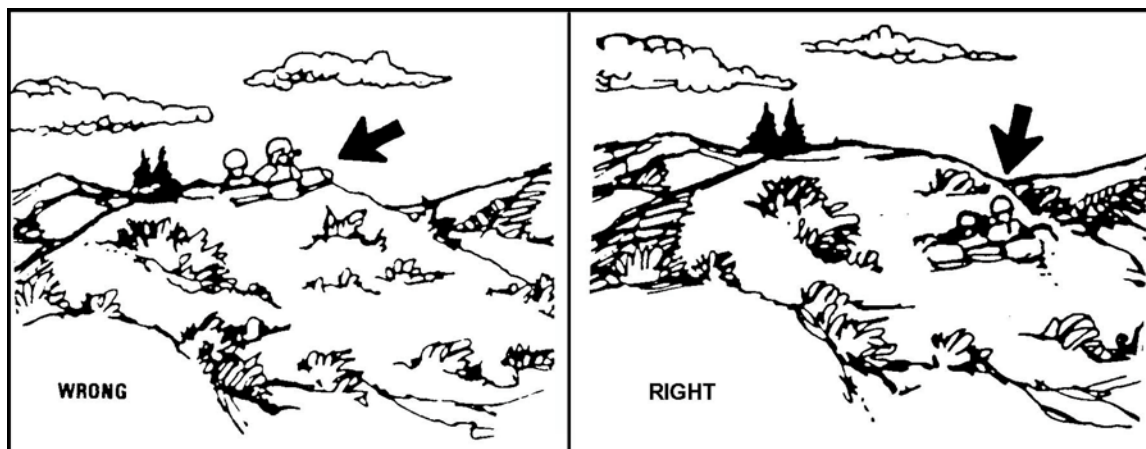


Figure 1. OP position.

- d. The OPs should be within effective small-arms range of the unit establishing the OP, and should be supported by other supporting fire when possible.
2. Establish and operate an OP.
  - a. Wire is the primary means of communication with an OP and may be supplemented by radio. Wire and radio antennas should be carefully positioned and camouflaged to avoid detection by the enemy (Figure 2).

**Performance Steps**

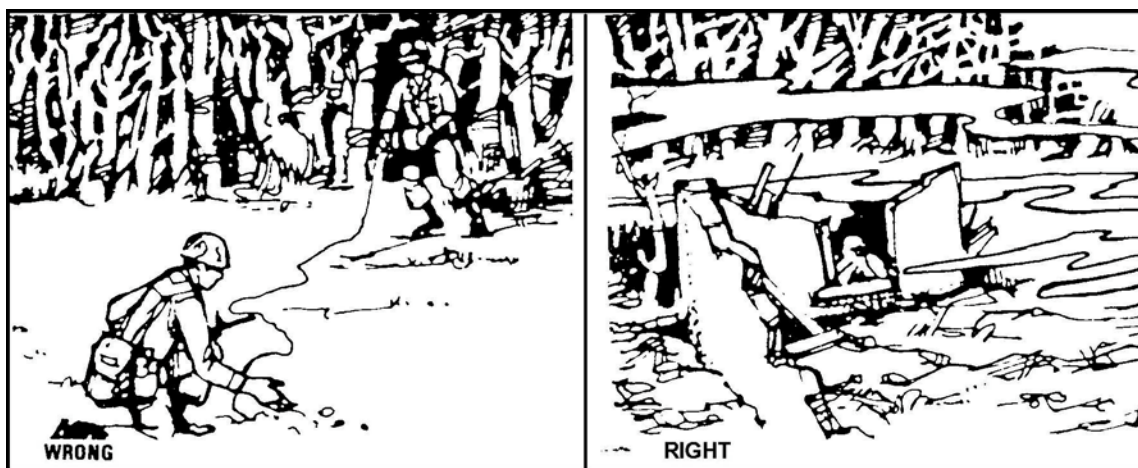


Figure 2. Camouflage of communication lines.

- b. Personnel going to and from the OP must move carefully so that movement does not reveal the location to the enemy. Separate routes to and from the OP are established. Camouflage is most important. The OP should be camouflaged even when natural concealment is adequate.
  - c. The OPs are operated in reliefs. A minimum of two soldiers is necessary for each relief. One observes, while the other records and reports observed information. The observer and recorder should switch duties every 20 to 30 minutes, because the visual efficiency of an observer decreases rapidly after that length of time.
3. Establish and operate an OP during limited visibility.
- a. The enemy may use a different, more open avenue of approach during limited visibility conditions; therefore, an OP may have to be moved to another position to serve as an OP at night.
  - b. Limited visibility OPs are usually closer to defensive positions. Night vision devices may be used on the OP. The enemy deploys infiltrators against the defense at night, so a series of OPs, backed up by alert troops equipped with night vision devices and by snipers, can counter this infiltration.
  - c. The OPs are operated in relief except when movement to and from positions would reveal their locations or endanger the personnel.

**Evaluation Preparation:** SETUP: In a field environment, with terrain on which an OP can be established, provide the element leader with a TA-312/PT field telephone and communication wire, or a radio, and two personnel to act as the observer and the recorder.

BRIEF SOLDIER: Tell the soldier to establish an OP to observe an area (designated by the tester) forward or to the flanks of his element.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Selected an area within small-arms range of the squad- or platoon-size element.	—	—
2. Selected a site that provides maximum observation of the desired area.	—	—
3. Established and operated an OP in area that offers cover and concealment.	—	—
4. Ensured wire or radio communication is established.	—	—
5. Ensured that radio antenna, if used, is camouflaged.	—	—

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
6. Established several concealed routes to and from the OP.	—	—
7. Ensured that the OP is camouflaged.	—	—
8. Placed a minimum of two personnel on the OP.	—	—
9. Instructed observer and recorder to switch duties every 20 to 30 minutes.	—	—

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

**References**

**Required**  
FM 21-75  
FM 7-8

**Related**

## Subject Area 5: Navigate

**Use a Map Overlay****071-329-1019****Conditions:** Given a military map and a company level map overlay.**Standards:** Positioned overlay correctly on the map and identified all graphic symbols and information depicted on the map overlay.**Performance Steps**

1. Obtain the mapsheet(s) listed in the marginal information.
2. Locate the grid intersections on the map that corresponds to the grid register marks in opposite corners of the overlay.
3. Place the overlay on the map so that the grid register marks fall exactly on top of the grid intersections (Figure 1).

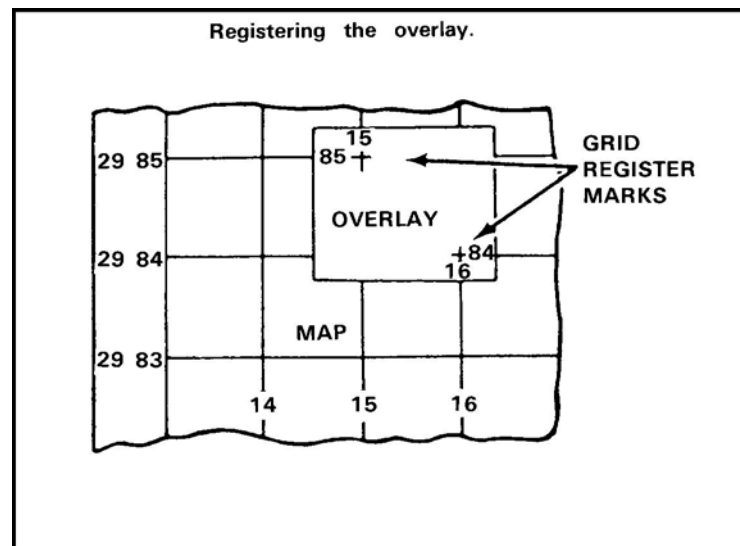


Figure 1. Registering the overlay.

4. Locate the following points and areas identified on the overlay.
  - a. Basic symbols (Figure 2).

**Performance Steps**

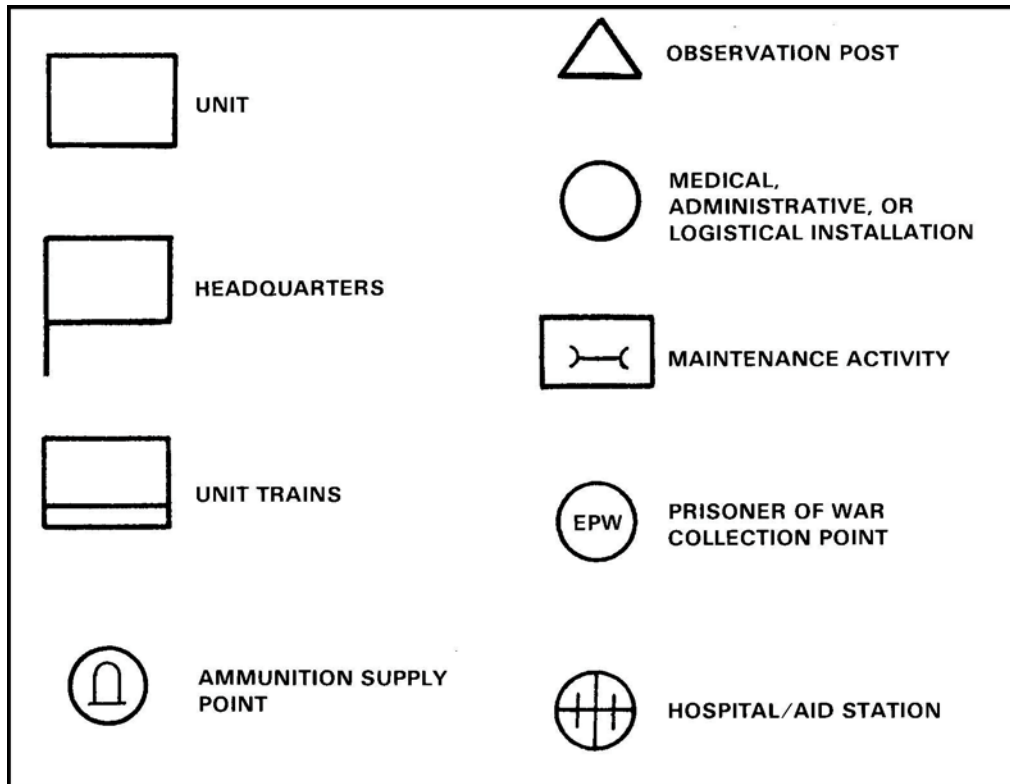


Figure 2. Basic symbols.

b. Development of a unit symbol (Figure 3).

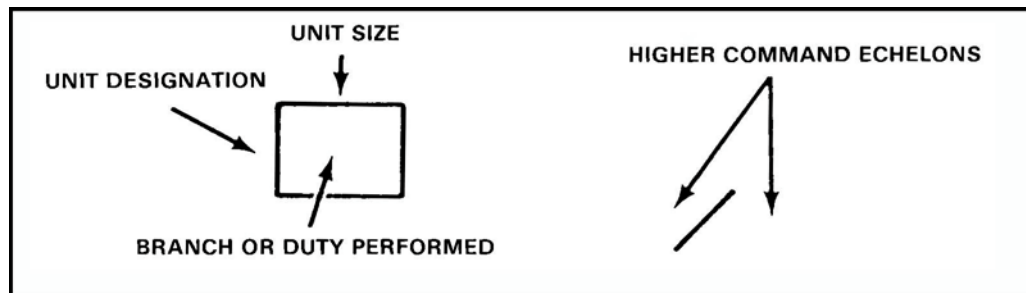


Figure 3. Development of unit symbol.

c. Unit size symbols (Figure 4).



Performance Steps

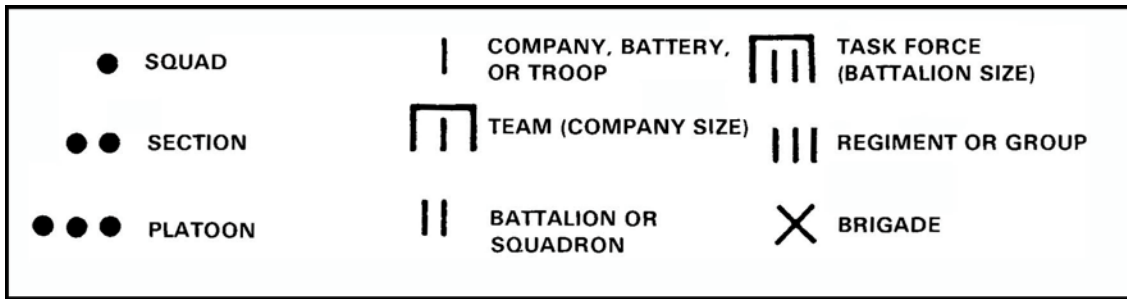


Figure 4. Unit-size symbols.

d. Branch symbols (Figure 5).

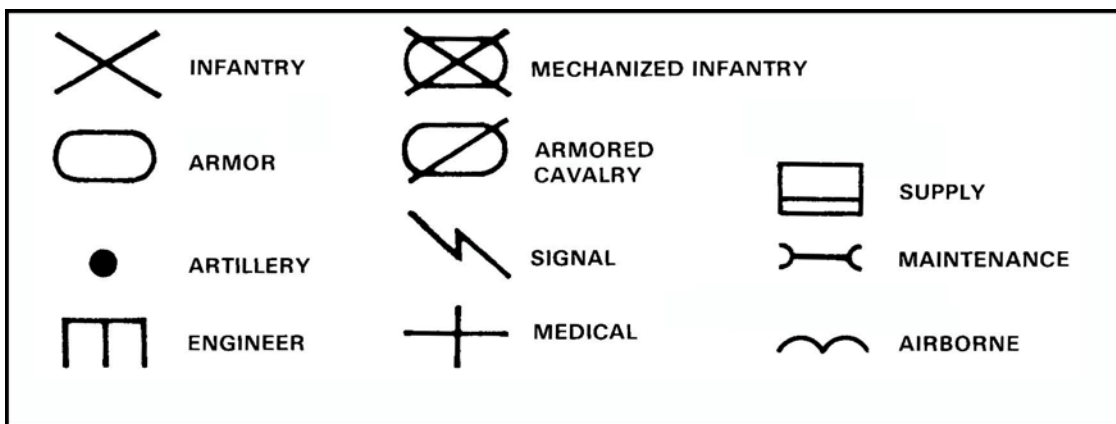


Figure 5. Branch symbols.

e. Enemy units are depicted in red or by double lines (Figure 6).

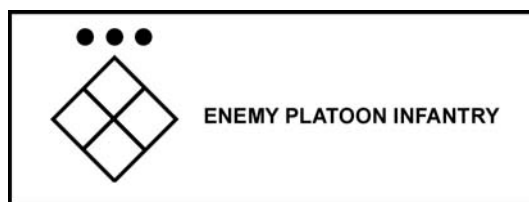


Figure 6. Enemy unit.

f. Proposed or future locations are depicted by broken lines (Figure 7).



Figure 7. Proposed unit position.

g. Tactical control measures (Figure 8).

Performance Steps

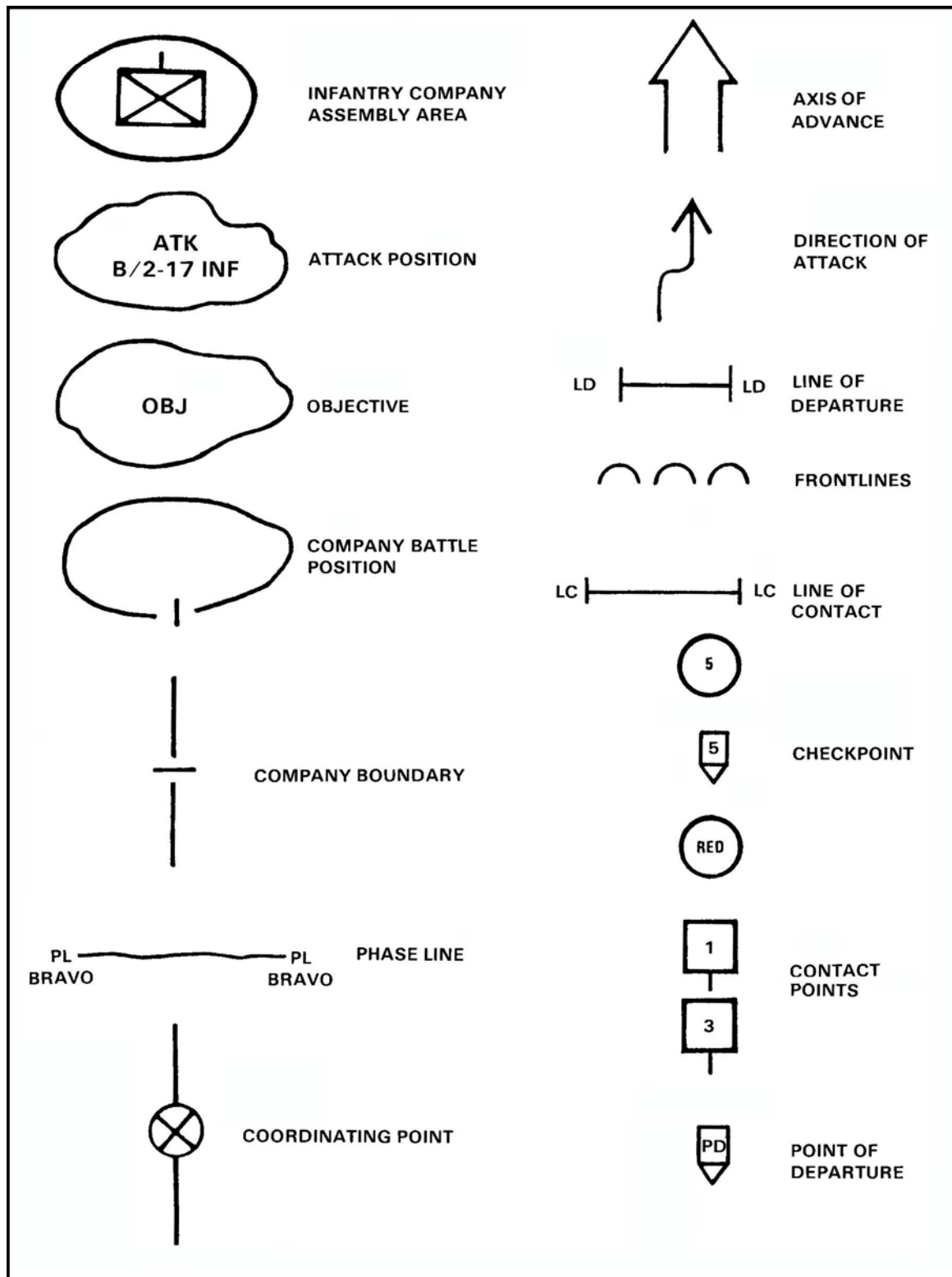


Figure 8. Tactical control symbols.

h. Weapons symbols (Figure 9).

Performance Steps

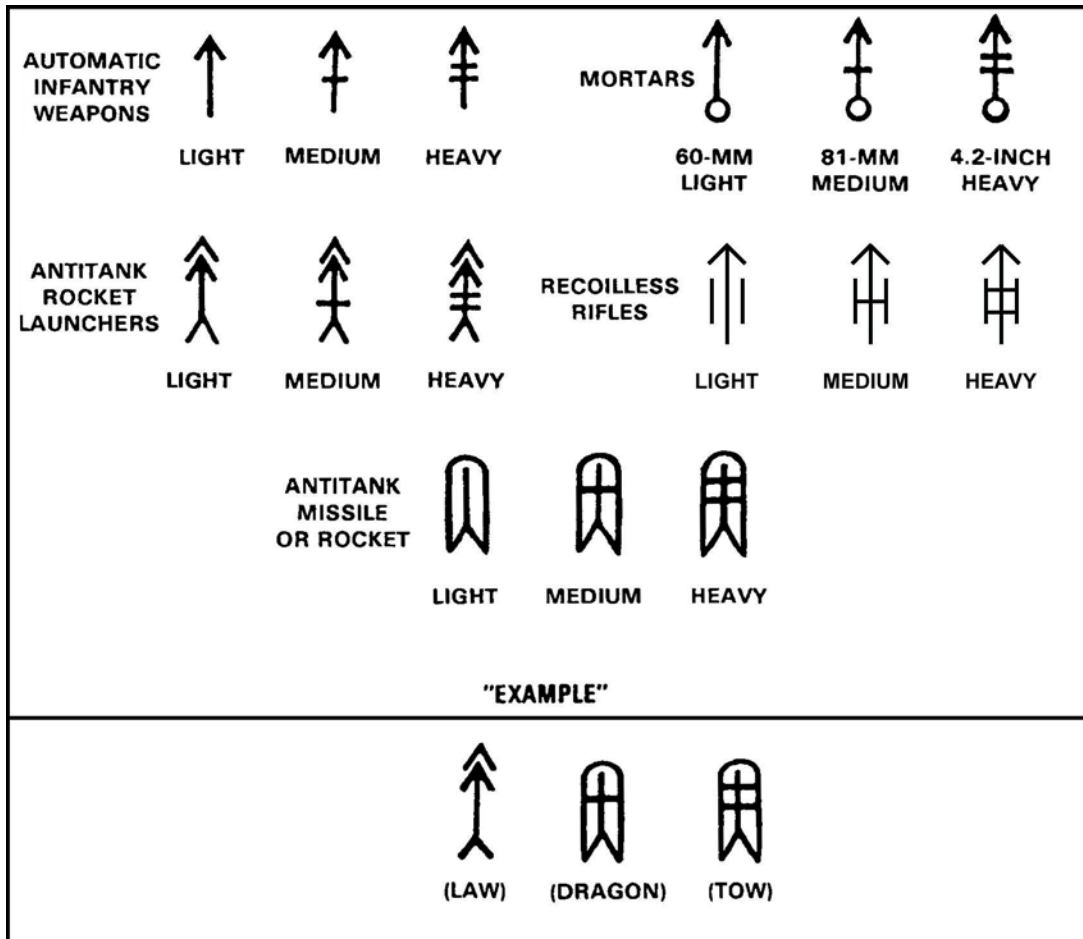


Figure 9. Weapon symbols.

i. Armored vehicles (Figure 10).

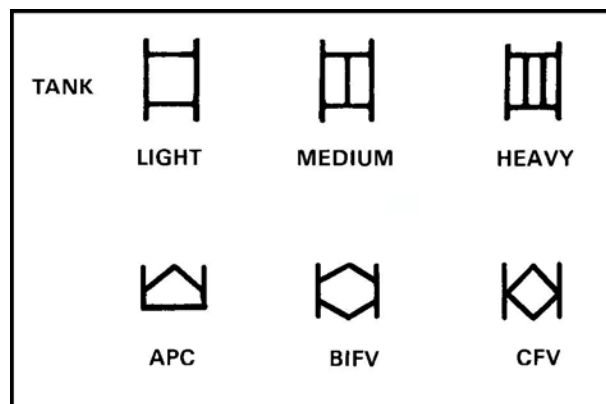


Figure 10. Armored vehicle symbols.

j. Fortification and obstacles (Figure 11).

**Performance Steps**

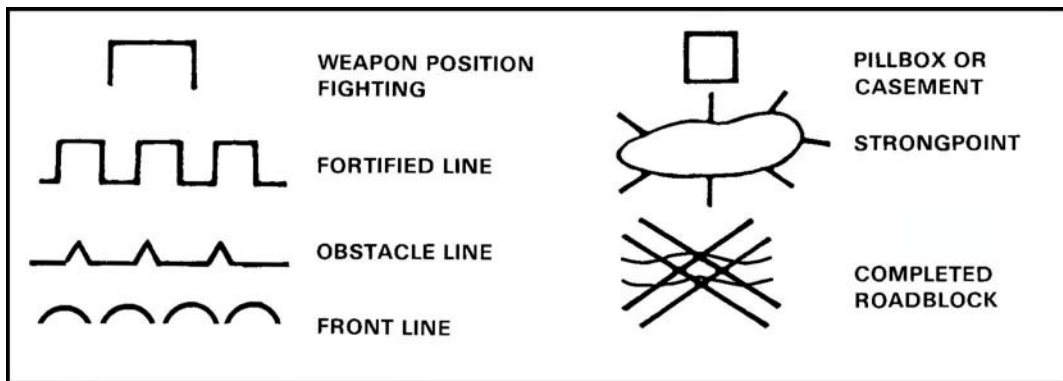


Figure 11. Fortification and obstacle symbols.

k. Wire (Figure 12).

<b>Wire Obstacles</b>	
Unspecified	X X X X X X X X
Single Fence	X — X — X
Double Fence	XX — XX — XX
Double Apron Fence	X X X X X X X X
Low Wire Fence	X X X X X X X X
High Wire Fence	X X X X X X X X
Single Concertina	0 0 0 0 0 0 0 0
Double Strand Concertina	0 0 0 0 0 0 0 0
Triple Strand Concertina	0 0 0 0 0 0 0 0
<b>Trip Wire</b>	— †

Figure 12. Tactical wire symbols.

l. Mines (Figure 13).

**Performance Steps**

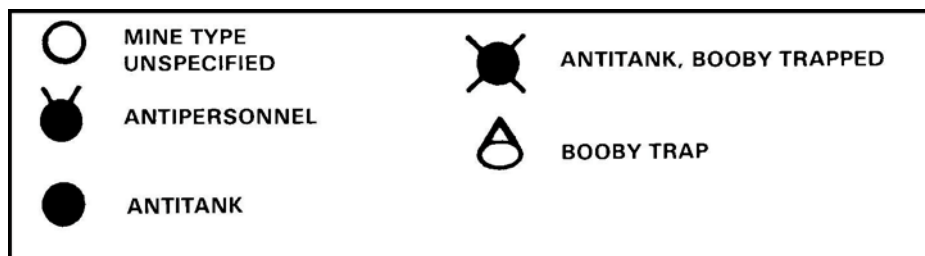


Figure 13. Mine symbols.

m. Indirect fire symbols (Figure 14).

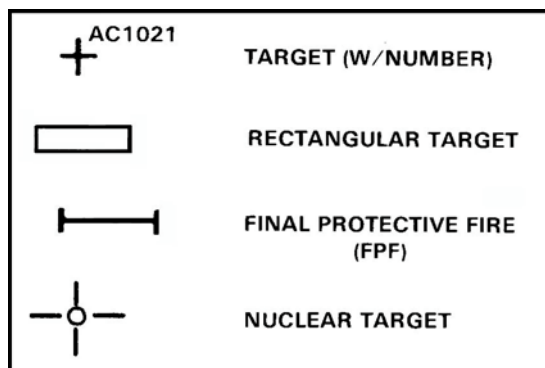


Figure 14. Indirect fire symbols.

**Evaluation Preparation:** SETUP: Provide a military map and a company level map overlay. Ask the soldier to identify information on the overlay from the performance measures.

BRIEF SOLDIER: Tell the soldier to correctly place the overlay on the map and identify any graphic symbols or information on the overlay as requested without the aid of any reference.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Placed overlay grid register marks over grid intersections.	—	—
2. Identified marginal information.	—	—
3. Identified security classification.	—	—
4. Identified graphic symbols.	—	—

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

**References**

**Required**  
 FM 101-5-1  
 FM 21-26

**Related**

Subject Area 20: Casualty Reporting and Handling

**Report Casualties**

**805C-PAD-2060**

**Conditions:** Given a casualty, DA Form 1155, DA Form 1156, a map, and a pen or pencil.

**Standards:** Record all known data elements accurately and legibly on DA Forms 1156 and 1155 without error.

**Performance Steps**

1. Prepare DA Form 1156.
  - a. Leaves the Control Number item blank.
  - b. Completes the Check Applicable Box item as it pertains to the casualty.
  - c. Completes item 1 with the casualty's last name, first name, and middle initial (to include Jr., Sr., III, etc.).
  - d. Completes item 2 with the casualty's complete social security number.
  - e. Completes item 3 with the casualty's rank.
  - f. Completes item 4 with the hour and date of incident to include the time zone.
  - g. Completes item 5 with the casualty's unit.
  - h. Completes item 6 with the geographical location (nearby town) and grid coordinates to include the 100,000-meter square grid coordinates, 2-letter designator, and nearest village or field trainers.
  - i. Completes item 7 with a check in the appropriate box to enter the type of casualty (only medical personnel may enter a check in the lightly wounded or injured in action and seriously injured or injured in action boxes); checks yes or no to indicate if the body was recovered; checked yes or no to indicate if the body has been identified; enter the collection point to which the casualty is evacuated, if unknown indicates "unknown".
  - j. Completes item 8 with the witnesses who saw the incident or identified remains to include the name, grade, social security number, and unit(s) of witnesses.
  - k. Completes item 9 with the applicable remarks to include additional circumstances, religious ministrations performed, type of mission the unit was conducting, short synopsis of the incident, etc.
  - l. Does not complete the first three boxes in item 10 but entered his/her unit, grade, social security number, date, and signature in item 10 as the person who prepared the report.
2. Prepare DA Form 1155.
  - a. Checks the applicable box at the top of the form as it related to the casualty witnessed.
  - b. Completes item 1 with the casualty's last name, first name, and middle name.
  - c. Leaves item 2 blank.
  - d. Completes item 2a with the casualty's complete social security number
  - e. Completes item 3 with the casualty's rank.
  - f. Completes item 4, if appropriate, with the date of the casualty's death or the date when the casualty was last seen along with the time zone.
  - g. Completes item 5 with the casualty's unit.
  - h. Completes item 6 with the geographical location including the six digit coordinate as well as the nearest town to the incident.
  - i. Completes item 7 only if name or SSN of the casualty is unknown or not positive. If they are unknown or not positive enter the estimated age, weight, height, hair color, eye color, race, home town, civilian occupation, nickname, spouse's name, children's name(s), (if applicable), other identifying marks (e.g., birthmarks or tattoos), and other persons who may have witnessed the incident or have further information should have been entered.
  - j. Completes item 8 with a short, concise narrative of the circumstances regarding the incident and, if known, the cause of death or condition when last seen and how identified.

**Performance Steps**

- k. Completes items 9 through 13 with the name, SSN, unit, date, and signature of the person making the statement.
- l. Submits form IAW local guidance.

**Evaluation Preparation:** SETUP: Provide soldier with DA Form 1155 and 1156, a map, pencil and paper. Give the soldier a scenario that provides all the information needed to accomplish the performance measures.

BRIEF SOLDIER: Tell the soldier that he/she will be evaluated on his/her ability to Report Casualties, by preparing DA Form 1155 and 1156.

**Performance Measures**

**GO**      **NO GO**

- |   |                           |
|---|---------------------------|
| <p>1. Prepared DA Form 1156</p> <ul style="list-style-type: none"> <li>a. Left the Control Number item blank.</li> <li>b. Completed the Check Applicable Box item as it pertained to the casualty.</li> <li>c. Completed item 1 with the casualty's last name, first name, and middle initial (to include Jr., Sr., III, etc.).</li> <li>d. Completed item 2 with the casualty's complete social security number.</li> <li>e. Completed item 3 with the casualty's rank.</li> <li>f. Completed item 4 with the hour and date of incident to include the time zone.</li> <li>g. Completed item 5 with the casualty's unit.</li> <li>h. Completed item 6 with the geographical location (nearby town) and grid coordinates to include the 100,000-meter square grid coordinates, 2-letter designator, and nearest village or field trainers</li> <li>i. Completed item 7 with a check in the appropriate box to enter the type of casualty (only medical personnel may enter a check in the lightly wounded or injured in action and seriously injured or injured in action boxes); checked yes or no to indicate if the body was recovered; checked yes or no to indicate if the body has been identified; entered the collection point to which the casualty was evacuated, if unknown indicated "unknown".</li> <li>j. Completed item 8 with the witnesses who saw the incident or identified remains to include the name, grade, social security number, and unit(s) of witnesses.</li> <li>k. Completed item 9 with the applicable remarks to include additional circumstances, religious ministrations performed, type of mission the unit was conducting, short synopsis of the incident, etc.</li> <li>l. Did not complete the first three boxes in item 10 but entered his/her unit, grade, social security number, date, and signature in item 10 as the person who prepared the report.</li> </ul> | <p>_____</p> <p>_____</p> |
| <p>2. Prepared DA Form 1155.</p> <ul style="list-style-type: none"> <li>a. Checked the applicable box at the top of the form as it related to the casualty witnessed.</li> <li>b. Completed item 1 with the casualty's last name, first name, and middle name.</li> <li>c. Left item 2 blank.</li> <li>d. Completed item 2a with the casualty's complete social security number.</li> <li>e. Completed item 3 with the casualty's rank.</li> <li>f. Completed item 4, if appropriate, with the date of the casualty's death or the date when the casualty was last seen along with the time zone.</li> <li>g. Completed item 5 with the casualty's unit.</li> <li>h. Completed item 6 with the geographical location including the six digit coordinate as well as the nearest town to the incident.</li> </ul>   | <p>_____</p> <p>_____</p> |

**Performance Measures**

**GO**    **NO GO**

- i. Completed item 7 only if name or SSN of the casualty is unknown or not positive. If they are unknown or not positive entered the estimated age, weight, height, hair color, eye color, race, home town, civilian occupation, nickname, spouse's name, children's name(s), (if applicable), other identifying marks (e.g., birthmarks or tattoos), and other persons who may have witnessed the incident or have further information should have been entered.
- j. Completed item 8 with a short, concise narrative of the circumstances regarding the incident and, if known, the cause of death or condition when last seen and how identified.
- k. Completed items 9 through 13 with the name, SSN, unit, date, and signature of the person making the statement.
- l. Submitted form IAW local guidance.

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on all of the performance measures to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong

**References**

**Required**

DA FORM 1155  
DA FORM 1156

**Related**

AR 600-8-1



## Subject Area 21: Defense Measures

**Conduct a Defense by a Squad****071-430-0002**

**Conditions:** Given a squad, a priority of work and locations for the crew-served weapons designated by the platoon leader.

**Standards:** Accomplished preparation of a defensive position within the time specified in the platoon leader's order while maintaining security, camouflage, and concealment.

1. Designated fighting positions for squad members.
2. Designated alternate and supplementary positions for squad members.
3. Ensured assigned priority of work is followed by all squad members.
4. Maintained security.
5. Continued work as rapidly as possible.
6. Maintained camouflage and concealment (to include noise, light, and litter discipline).
7. Constructed positions properly.

**Performance Steps**

1. Designed primary positions with the characteristics indicated below..
  - a. Each position must have cover, concealment, and good fields of fire. Weapons positioned so that their fires overlap, mutually support one another, and can be integrated, so that heavy surprise fire can be placed on the enemy. Any routes that could provide the attacker cover and positions from which he can mass his fire on your position are closely watched. The entire squad sector is covered.
  - b. The platoon's key weapons were positioned, the men in the squad were positioned to protect those weapons from a dismounted assault. Considered the number of men available, then positioned each one so that he can support the men on his right and left. Each sector of fire crossed in front of another position at a point beyond hand grenade range. Each fighting position used natural cover and concealment; then:
    - (1) Cleared fields of fire to allow each man to do the job for which he is positioned. DO NOT OVER CLEAR.
    - (2) Built artificial cover, such as a parapet, if required.
    - (3) Hid everything.
  - c. Ensured that all enemy approaches into squad sector were adequately covered by automatic weapons fire.
  - d. Observed from the front before digging in, to ensure that each fighting position had frontal cover from enemy fire and all positions are mutually supporting.

NOTE: A good fighting position should allow you to see and fire to the front when not receiving effective direct fire; however, if effective direct fire is received, the soldier can move behind frontal cover and fire to the oblique.

- e. Positioned each weapon of a rifle squad, following the procedures below.
  - (1) Automatic riflemen. Identify dismounted avenues of approach, such as ravines, draws, and heavily wooded or brushy areas, that are not covered with the machine gun. In areas covered by the machine gun, find out what dead space the machine gun has and cover it with automatic rifle fire, if possible. If there is no dead space, assign a sector that will interlock with and overlap the machine gun's sector and final protective fire.
  - (2) Grenadiers. Position grenade launchers to cover the dead space of the automatic weapon's final protective fire. They must also be positioned to cover the entire squad's sector.
  - (3) Riflemen. Position riflemen between the remaining positions to give continuous observation and fire throughout the squad sector. They provide mutual support between positions and identify targets for the squad's and platoon's key weapons (grenade launcher, squad automatic weapons, machine gun, and Dragons).

### Performance Steps

- (4) Claymore mines. Use these to cover any dead space that cannot be covered with 40-mm grenade launchers, and to supplement the fire of your riflemen.
  - f. Selected personal fighting position. The position from which to control the squad's fire. Use individual weapon only when necessary to protect himself, to direct fire, or to influence the action at a critical point. Positioned slightly behind the squad so that he can observe and contact your squad, or at least the team leaders. If your squad's strength is reduced, or the terrain does not permit you to establish a position to the rear, you must man a forward position. In this case, you may have to construct a single position to be able to observe your squad sector. You must be able to maintain contact with your platoon and fire team leaders from whatever position you select. Look for covered routes that you can use to move to the positions of your team leaders and platoon leader.
2. Designated alternate positions as provided below:
    - a. Alternate positions are prepared so that they are ready for occupation by the squad when the primary positions are no longer defensible. The location of alternate positions is highly dependent upon the terrain, cover and concealment, and existing enemy situation. They must be near enough to the primary positions so that the squad can cover the same sectors of fire as from the primary positions, without sustaining excessive casualties. A soldier's alternate position may be to the flank or slightly to the rear of his primary position.
    - b. When selecting alternate positions, consider the following questions.
      - (1) Do they allow the weapon(s) or element(s) to accomplish the same mission as from the primary positions?
      - (2) Do they provide:
        - (a) Observation of the primary sector of fire?
        - (b) Cover and concealment?
        - (c) Maximum use of natural and artificial obstacles?
        - (d) Control of the key terrain in the squad sector?
        - (e) Coverage of the avenues of approach into the sector?
        - (f) Cover and concealment of withdrawal?
    - c. Designated squad alternate positions are based upon the alternate positions of key weapons (M60 machine gun, M249 machine gun, and Javelin).
    - d. Depending on their priority, alternate positions are normally prepared immediately after the completion of the primary positions. Communication trenches should be constructed between primary and alternate positions as time and terrain permit. When supervising the preparation of alternate positions, ensure that they are sited and constructed to take maximum advantage of the natural defensive characteristics of the terrain and the capabilities of organic weapons.
  3. Designated supplementary positions.
    - a. Supplementary positions, unlike alternate positions, are oriented in a different direction than the primary position. Normally, they are within 200 meters of the primary positions. As time and terrain permit, communication trenches are prepared to provide covered routes between primary and supplementary positions.
    - b. When selecting supplementary positions, consider the following:
      - (1) Do they allow the squad to defend as part of the platoon against enemy attack from the flank(s) and rear?
      - (2) Do they cover the most dangerous avenues of approach, other than those into the primary positions?
      - (3) Do they meet the same guidelines that apply to placement and construction of primary and alternate positions?

**Evaluation Preparation:** SETUP: Select an area in the field with varying terrain, cover and concealment. Show the squad leader the squad's area of responsibility.

BRIEF SOLDIER: Tell the soldier that he is to select primary, alternate, and supplementary positions, in

an area specified by the platoon leader, ensuring that the supplementary position is oriented in a different direction than the primary position.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Ensured the primary position meets the following requirements: <ul style="list-style-type: none"> <li>a. Used natural cover and concealment.</li> <li>b. Ensured all fighting positions and weapons emplacements were mutually supporting.</li> <li>c. Marked and informed squad members where fighting positions was constructed.</li> <li>d. Supervised construction of the fighting positions.</li> </ul>	—	—
2. Ensured the alternate position meets the following requirements: <ul style="list-style-type: none"> <li>a. Provided observation of the primary sector of fire.</li> <li>b. Provided cover and concealment.</li> <li>c. Provided use of natural and artificial obstacles.</li> <li>d. Provided coverage of avenues of approach into the sector.</li> <li>e. Provided covered and concealed routes of withdrawal.</li> </ul>	—	—
3. Ensured the supplementary position provides for and meets the following requirements: <ul style="list-style-type: none"> <li>a. Allowed the squad to defend as part of the platoon against enemy attack from the flank(s) and rear.</li> <li>b. Provided observation of the primary sector of fire.</li> <li>c. Provided cover and concealment.</li> <li>d. Provided natural and artificial obstacles.</li> <li>e. Provided coverage of avenues of approach into the sector.</li> <li>f. Provided covered and concealed routes for withdrawal.</li> <li>g. Covered dangerous avenues of approach other than those into the primary position.</li> <li>h. Provided the same guidelines in construction and placement of the supplementary position as in the alternate position.</li> </ul>	—	—

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

**References**

**Required**  
 FM 7-7  
 FM 7-8

**Related**

Subject Area 22: Unit Operations

**Issue a Fragmentary Order**

**071-326-5502**

**Conditions:** Given changes to original operation order, and a requirement to develop and issue a fragmentation order (FRAGO).

**Standards:** Developed and issued a clear and brief FRAGO based on changes in the mission or additional information. Issued the FRAGO in the standard OPORD format.

**Performance Steps**

NOTE: The FRAGO provides timely changes of existing orders. A FRAGO is either oral or written and addresses only those parts of the original OPORD that have changed.

1. Use standard military terminology.
2. Issue the FRAGO in the same sequence as the OPORD. Use all five paragraph headings (Figure 1).

**Performance Steps**

<p>FRAGMENTARY ORDER _____</p> <p>References: (Mandatory) Reference the order being modified.</p> <p>Time Zone Used Throughout the Order: (Optional)</p> <p>1. SITUATION. (Mandatory) Include any changes to the existing order.</p> <p>2. MISSION. (Mandatory) List the new mission.</p> <p>3. EXECUTION.</p> <p>Intent: (Optional)</p> <p>a. Concept of operations. (Mandatory)</p> <p>b. Tasks to subordinate units. (Mandatory)</p> <p>c. Coordinating instructions. (Mandatory) Include the statement, "Current overlay remains in effect" or "See change 1 to Annex C, Operations Overlay." Mark changes to control measures on overlay or issue a new overlay.</p> <p>4. SERVICE SUPPORT. Include any changes to existing order or the statement, "No changes to OPORD ____."</p> <p>5. COMMAND AND SIGNAL. Include any changes to existing order or the statement, "No changes to OPORD ____."</p> <p>ACKNOWLEDGE: (Mandatory)</p> <p style="text-align: right;">NAME (Commander's last name) RANK (Commander's rank)</p>
---

Figure 1. FRAGO example.

**Evaluation Preparation:** SETUP: At the test site, provide equipment as stated in the conditions statement.

BRIEF SOLDIER: Tell the soldier to develop and issue a FRAGO that includes all changes to the original OPORD.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Issued a FRAGO.	_____	_____
2. Used standard military terminology.	_____	_____
3. Included all changes to original OPORD.	_____	_____

STP 21-24-SMCT

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

**References  
Required**

**Related**  
FM 101-5

**Issue a Warning Order**  
**071-326-5503**

**Conditions:** Given preliminary notice of an order or action that is to follow and a requirement to develop and issue a warning order (WARNO) to subordinates.

**Standards:** Within the time allotted, developed a warning order and issued it to subordinate leaders. Issued order so that all subordinate leaders understood their missions and any coordinated instructions. Issued the warning order in the standard OPORD format.

**Performance Steps**

1. State the words "WARNING ORDER" before issuing the order.
2. Use standard terminology.
3. Issue the WARNO in the five-paragraph operations order format.
  - a. Situation Paragraph.
    - (1) Enemy forces: Provide available information on disposition, composition, strength, capabilities, and most probable course of action.
    - (2) Friendly forces: Give available information concerning the missions of next higher and adjacent units.
    - (3) Attachments and detachments: Give information concerning any units that have been attached or detached.
  - b. Mission Paragraph. State mission as a clear, concise statement of the task to be accomplished and the purpose for doing it.
  - c. Execution Paragraph. Provide information about the operation, if available.
  - d. Service Support Paragraph. Provide all known instructions and arrangements supporting the operation.
  - e. Command and Signal Paragraph. Designate the succession of command if it differs from unit SOP.

NOTE: Warning orders involving movement should state the time of movement.

**Evaluation Preparation:** SETUP: At the test site, provide a platoon-level warning order. The warning order will be given orally to the soldier. The soldier will then be given 10 minutes to prepare his squad warning order.

BRIEF SOLDIER: Tell the soldier to extract from the platoon warning order all information that pertains to his squad. Tell him he will have 10 minutes to prepare the squad warning order. Tell him that he will present an oral squad warning order.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Stated the words WARNING ORDER.	—	—
2. Used standard military terminology.	—	—
3. Issued the warning order in the five-paragraph operations order format.	—	—
4. Gave all available information.	—	—

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

STP 21-24-SMCT

**References  
Required**

**Related**  
FM 101-5



**Prepare for Unit Move  
551-88N-0002**

**Conditions:** You have received a movement order directing your unit to conduct a move to the port of embarkation and deploy in support of an Army or Joint mission. You have access to the unit SOP and all unit movement directives.

**Standards:** Prepare the unit for movement using the necessary references (vehicle -10s) and equipment to deliver vehicles and equipment to arrive at the port of debarkation with no loss of vehicles or equipment (operational and ready for combat).

**Performance Steps**

1. Prepare vehicles and equipment for shipment.
2. Load vehicles with unit equipment.
3. Load containers (when applicable).
4. Prepare vehicle load cards.
5. Prepare equipment and supplies for shipment.
6. Build 463L pallets.
7. Load equipment and supplies into containers.
8. Prepare hazardous materials for shipment.

**Evaluation Preparation:** Evaluate this task during a field training exercise or a unit training exercise.

Inform the soldier that the evaluation is measured on the ability to perform all the functions listed.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Prepare vehicles and equipment for shipment.	_____	_____
a. Clean equipment thoroughly, removing all dirt and oil.		
b. Inspect vehicle to ensure it is mechanically sound, free of leaks, drips and other operational defects.		
c. Stencil vehicles.		
d. Check fuel levels.		
e. Inspect fuel cans for faulty lid gaskets, leaks, and other defects.		
f. Remove and secure sensitive and classified material.		
g. Remove and consolidate hazardous materials when practical.		
h. Reduce vehicle length, height, and width.		
i. Secure ignition keys to steering wheel with wire.		
j. Secure rotating parts.		
k. Ensure all vehicles and trailers are equipped with serviceable tiedown devices or shackles.		
l. Protect radios and other electronic components on vehicles.		
m. Box and/or store OVE.		
n. Lower cab assembly (only if required).		
2. Load vehicles with unit equipment.	_____	_____
a. Maximize use of all cargo space.		
b. Do not exceed vehicle payload capacity.		
c. Protect against metal-to-metal contact.		
d. Protect load from weather damage.		

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
e. Securely restrain all loaded equipment.		
f. Weigh and document the load on the load card.		
3. Load containers (when applicable).	—	—
a. Prepare vehicles as described in step 1.		
b. Reduce vehicle fuel levels to 1/4 tank.		
c. Place vehicles in gear with the hand brake set.		
d. Disconnect batteries and secure terminal cables to prevent arcing.		
e. Chock or cradle vehicle wheels on all four sides to prevent lateral and lengthwise movement.		
f. Placard container appropriately when enclosing vehicle with fuel in the tank.		
g. Document container load and seal number (if applicable) on the packing list.		
4. Prepare vehicle load cards.	—	—
a. Complete, in duplicate, FORSCOM Form 285-R.		
b. Place one copy of the vehicle load card in the driver side door pocket (or tape to the inside of the door) and provide one copy to the platoon sergeant or platoon leader.		
5. Prepare equipment and supplies for shipment.	—	—
6. Build 463L pallets.	—	—
a. Distribute large, heavy objects from the center of the pallet outwards to maintain CB.		
b. Place lighter and/or smaller items on top or beside the heavier objects.		
c. Place containers right-side up with "special handling" labels facing out.		
d. Construct load in a square or pyramid shape whenever possible to make load stable, easy to handle, and easier to secure on the pallet.		
e. Place hazardous materials, approved for palletizing by the UMO, on the pallet with the label clearly visible and never buried or hidden.		
f. Place plastic covers over the load.		
g. Place nets over the plastic covers and adjust to fit snugly to load.		
7. Load equipment and supplies into containers.	—	—
a. Inspect containers for defects. Reject containers with holes, severe dents, faulty doors, damaged lifting points, or structural defects.		
b. Equalize weight distribution throughout the container.		
c. Place heavy and wet material on the bottom and light and dry material on top.		
d. Keep the CB of the load, as near as possible, at the center of the container for air shipments. If this is not possible, mark the CB on the outside of the container.		
e. Store items that can be damaged by water on dunnage off the floor.		
f. Place packages containing liquid, or that pose a leak hazard, on a double layer of dunnage to reduce damage due to leakage.		
g. Stow hazardous material by the doors of the containers.		
h. Block and brace spaces between the contents of the load and the container walls and container ceiling to prevent the load from shifting when moved or tilted.		
i. Block and brace doors at least six inches back to prevent the load from falling out when the doors are opened.		
j. Place one copy of the packing list inside the container on the door and one copy on the outside of the container door. Three additional copies of the packing list should be provided to the UMO, who in turn will forward a copy each to the ITO and the TTB.		
8. Prepare hazardous materials for shipment.	—	—

**Performance Measures****GO**    **NO GO**

- a. Pack for shipment with equipment only those hazardous materials identified by the UMO.
- b. Apply the required markings, proper shipping name, ID number, and UIC/SUN provided by the UMO.
- c. Mark all oxygen and acetylene containers with the UIC/SUN.
- d. Drain and clean all five-gallon fuel cans, field cans, water heaters, gasoline lanterns, portable generators, blow torches, and similar equipment in which combustibles or fuel, other than diesel, are used or stored.
- e. Disconnect the batteries of non-self-propelled equipment, such as generators, and protect the terminal ends from arcing and from corrosion.
- f. Drain and placard bulk fuel carriers.
- g. Remove all loose ammunition and explosives from all containers and vehicles.

**Evaluation Guidance:** Score the soldier a GO for the task if all performance measures are passed. Score the soldier a NO GO for the task if any performance measures are failed. For all NO GO performances, demonstrate how the performance should be performed and allow the soldier to remediate.

**References****Required****Related**

FM 55-65  
 FORSCOM REG 55-1  
 TM 38-250

Subject Area 23: Security and Control

**Plan Convoy Security Operations**

**191-379-4407**

**Conditions:** You are given an operation order (OPORD), a combat load, a map of the area, a compass, a protractor, communications equipment, signal operating instructions (SOI), security personnel, and special orders if required.

**Standards:** Develop a plan that includes all required considerations for the specific mission, coordinate with appropriate units for required support, ensure that necessary equipment and supplies are available and operational, and prepare briefings for the security personnel on the mission and assigned specific duties. Ensure that 360-degree security is maintained from the point of origin to destination when escorting special weapons.

**Performance Steps**

1. Receive the OPORD.

NOTE: Follow all steps in troop-leading procedures. When carrying special weapons or ammunition, ensure that you obtain the special orders concerning this cargo, that you understand them, and that they cover any situations not covered in the OPORD.

2. Coordinate with the host nation security personnel.
3. Consult all sources of information, especially the engineers and the highway traffic division (HTD), to obtain as much information as possible.
4. Reconnoiter the convoy route to identify the following:
  - a. Likely trouble spots and ambush sites.
  - b. Possible locations for traffic control posts (TCPs) and/or checkpoints.
  - c. Route conditions.
  - d. Location of friendly units in the area.
5. Coordinate with the convoy commander to determine--
  - a. Actions to be taken if enemy contact is made by--
    - (1) A sniper.
    - (2) An ambush with the road blocked.
    - (3) An ambush with the road not blocked.
    - (4) An air attack.
    - (5) An artillery attack.

NOTE: Based on the mission and/or the type of cargo, the reaction to an enemy attack may vary. See Task 191-376-4110. When carrying special weapons or ammunition, ensure that procedures are covered in the special orders on exactly how to react to enemy contact.

- b. Protective measures for mines and booby traps.
- c. Convoy organizations to include the location of--
  - (1) Critical cargo vehicles.
  - (2) Control vehicles.
  - (3) Armored vehicles and automatic weapons.

NOTE: Armored vehicles and automatic weapons are positioned within the convoy so that they are mutually supporting.

- (4) Maintenance and recovery vehicles.

NOTE: The convoy commander and/or unit maintenance officer or noncommissioned officer (NCO) will decide whether to repair, recover, or destroy vehicles.

- d. Primary and backup frequencies.
- e. Emergency communications procedures.
- f. The timetable for movements (especially for serials and march units).

**Performance Steps**

- g. Coordination points (assembly area for everyone).
- h. Start and release points.
- i. Security measures to be used at halts and rest stops. The location of the halts should be--
  - (1) In a relatively secure area.
  - (2) Off the roadway where there is some natural cover and concealment.
  - (3) Under the surveillance of a security force.
  - (4) Where there is an unobstructed view for 200 meters at each end of the convoy (no curves, hills, and so forth).
  - (5) In an area that is large enough to maintain convoy interval.
  - (6) Where local civilians can be kept away from the convoy.
  - (7) In an area that is not heavily populated.
  - (8) Where there are host nation police present (if applicable).

NOTE: When carrying special weapons or ammunition, additional procedures covering the establishment of an exclusion area and the enforcement of the "two-man rule" must be covered and written in the special orders, ensuring 360-degree security is maintained on the special weapons. If security cannot be maintained, instructions on how and when to disable the weapons must be included.

- j. The time and place that military police (MP) support begins and ends.
  - k. Expected changes in the routes.
  - l. Road conditions.
  - m. Supporting fires to include artillery support, engineer support (for minesweeping of the route), gunship support, and host nation police support, if applicable.
  - n. Primary and alternate routes.
  - o. The location where MP vehicles and personnel will be positioned in the convoy.
  - p. The method of escort for the convoy. Escort methods are as follows:
    - (1) Scout, lead, and trail (leading/following).
    - (2) Empty truck (or modified).
    - (3) Leap frog.
    - (4) Perimeter.
6. Brief personnel on the mission, enemy situation, and specific individual duties to be performed to include--
- a. Procedures to be followed in the case of mechanical breakdown.
  - b. Defensive measures to be used against mines and booby traps.
  - c. Actions to be taken when there is contact with the enemy (see Task 191-376-4110).
  - d. The method of escort.
  - e. Communications.
  - f. Special orders if applicable.
7. Coordinate with friendly units (in the area where the convoy will pass) to identify--
- a. The support the friendly units can provide.
  - b. What restrictions apply for the use of indirect fire.
8. Coordinate with artillery units.
- a. Identify predetermined targets found during route reconnaissance or through coordination with the convoy commander.
  - b. Identify locations for rest stops, halts, and possible enemy ambush sites.
9. Coordinate with helicopter and/or Air Force units for gunship support.
10. Inspect equipment to include--
- a. Vehicles.
  - b. Radios.
  - c. Ammunition.
  - d. Weapons.
  - e. Nuclear, biological, and chemical (NBC) equipment.
  - f. Combat load.

**Evaluation Preparation:** Setup: Schedule a field training exercise that will require the squad leader to plan convoy security operations.

Brief Soldier: Tell the squad leader being evaluated that he must develop an accurate and concise plan for convoy security operations.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Received the OPORD. NOTE: Followed all steps in troop-leading procedures.	—	—
2. Coordinated with the host nation security personnel.	—	—
3. Consulted all sources of information, especially the engineers and the HTD, to obtain as much information as possible.	—	—
4. Reconnoitered the convoy route and identified the following: <ul style="list-style-type: none"> <li>a. Likely trouble spots and ambush sites.</li> <li>b. Possible locations for TCPs and/or checkpoints.</li> <li>c. Route conditions.</li> <li>d. Location of friendly units in the area.</li> </ul>	—	—
5. Coordinated with the convoy commander to determine-- NOTE: Ensured 360-degree security was maintained from the point of origin to destination when escorting special weapons. <ul style="list-style-type: none"> <li>a. Actions to be taken if enemy contact was made.</li> <li>b. Protective measures for mines and booby traps.</li> <li>c. Convoy organizations.</li> <li>d. Primary and backup frequencies.</li> <li>e. Emergency communications procedures.</li> <li>f. The timetable for movements (especially for serials and march units).</li> <li>g. Coordination points (assembly area for everyone).</li> <li>h. Start and release points.</li> <li>i. Security measures to be used at halts and rest stops.</li> <li>j. The time and place that MP support begins and ends.</li> <li>k. Expected changes in the routes.</li> <li>l. Road conditions.</li> <li>m. Supporting fires to include artillery support, engineer support (for minesweeping of the route), gunship support, and host nation support, if applicable.</li> <li>n. Primary and alternate routes.</li> <li>o. The location where MP vehicles and personnel will be positioned in the convoy.</li> <li>p. The method of escort for the convoy.</li> </ul>	—	—
6. Briefed personnel on the mission, enemy situation, and specific individual duties to be performed.	—	—
7. Coordinated with friendly units (in the area where the convoy would pass) to identify-- <ul style="list-style-type: none"> <li>a. The support the friendly units could provide.</li> <li>b. What restrictions applied for the use of indirect fire.</li> </ul>	—	—
8. Coordinated with artillery units.	—	—
9. Coordinated with helicopter and/or Air Force units for gunship support.	—	—
10. Inspected equipment.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**

FM 3-19.1  
FM 3-19.4

**Related**

FM 19-25  
FM 3-19.30  
FM 7-10

## Plan Security for a Command Post (CP)

191-379-4408

**Conditions:** You are a military police (MP) platoon sergeant and your platoon has been given a mission to provide security for a CP. You will have orders; information on the size and layout of the CP (massed or dispersed); information on mission, enemy, terrain, troops, time available, and civilian considerations (METT-TC); and access to the provost marshal (PM) and headquarters (HQ) personnel.

**Standards:** Develop a security plan that includes all required elements to detect the enemy and to defend the CP before the enemy can move within direct-fire range.

### Performance Steps

1. Determine the number of personnel available to conduct CP security to include augmented personnel (for example, corps assets and the division band). Consider METT-TC and the CP size and layout.

NOTE: For dispersed CPs, MP security is concentrated toward providing early warning through screening operations. For massed CPs, the type of MP security provided depends on the presence or absence of augmentation. Only when a CP is massed can the MP provide close-in security through augmentation from corps assets.

2. Identify personnel to secure critical facilities within the CP.

NOTE: Critical facilities within the CP requiring security and controlled access include the tactical operations center, the war room, the communications center, the facilities for special intelligence, and the commander's quarters.

3. Conduct reconnaissance of the routes to the CP and areas around it.
4. Plan the best method and/or mix of forces for security varying between massed and dispersed CPs, to include static posts, traffic control posts (TCPs), listening posts (LPs), observation posts (OPs), access control, mobile patrols, and quick-response forces (both organic and augmenting).
5. Determine the number of personnel required to provide close-in security for the commander within the area of operations.
6. Determine the amount of Class IX barrier materials needed.
7. Request the barrier materials through the appropriate channels.
8. Obtain an access list (of personnel authorized in the CP) from the PM or HQ personnel.
9. Prepare plans for the internal security of the CP. Coordinate directly with the existing security forces, access control personnel, HQ personnel, and the PM, as appropriate.
10. Plan for security of tactical CPs when established and when in transit.
11. Prepare a standing operating procedure (SOP) and/or special orders detailing duties, responsibilities, and procedures to be used to provide security to the CP.
12. Brief all soldiers included in the CP security on the tactical situation and the defensive plans.

**Evaluation Preparation:** Setup: This task may be evaluated in the field or in a classroom environment. Provide the soldier with information on the size and layout of the CP (massed or dispersed), a map of the area, and METT-TC. The evaluator will act as PM and HQ personnel and answer any questions the soldier may have for which information has not been provided.



<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Determined the number of personnel available to conduct CP security to include augmented personnel.	—	—
2. Identified personnel to secure critical facilities within the CP.	—	—
3. Conducted reconnaissance of the routes to the CP and areas around it.	—	—
4. Planned the best method and/or mix of forces for security varying between massed and dispersed CPs to include static posts, TCPs, LPs, OPs, access control, mobile patrols, and quick-response forces (both organic and augmenting).	—	—
5. Determined the number of personnel required to provide close-in security for the commander within the area of operations.	—	—
6. Determined the amount of Class IX barrier materials needed.	—	—
7. Requested the barrier materials through the appropriate channels.	—	—
8. Obtained an access list (of personnel authorized in the CP) from the PM or HQ personnel.	—	—
9. Prepared plans for the internal security of the CP. Coordinated directly with the existing security forces, access control personnel, HQ personnel, and the PM, as appropriate.	—	—
10. Planned for security of tactical CPs when established and when in transit.	—	—
11. Prepared an SOP and/or special orders detailing duties, responsibilities, and procedures to be used to provide security to the CP.	—	—
12. Briefed all soldiers included in the CP security on the tactical situation and the defensive plans.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

#### **References**

**Required**  
FM 3-19.4

**Related**

**Process Captured Materiel**  
**301-371-1200**

**Conditions:** This task can be performed in field and garrison locations under all conditions. Given captured enemy materiel consisting of a map, signal operation instructions, unidentified equipment, complete with reference manuals, captured enemy equipment tags, captured document tags, a sheet marked TECHDOC, blank spot reports, and unit SOP describing the processing and evacuation of captured enemy materiel.

**Standards:** Secure captured enemy materiel. Prepare a spot report on captured enemy materiel known or believed to be of intelligence value. Fill out and attach tag to the item of captured enemy materiel. Select correct disposition procedure for each item of captured enemy materiel.

**Performance Steps**

1. 1. Safeguard the CEM.
  - a. Categorize the CEM into:
    - (1) Captured enemy documents include any piece of recorded information, regardless of form, obtained from the enemy, which subsequently comes into the hands of a friendly force. CEDs can be US or allied documents that were once in the hands of the enemy.
    - (2) Captured enemy equipment (CEE) includes all types of foreign materiel found on an enemy prisoner of war (EPW) or on the battlefield that may have military application.
  - b. Protect the CEM from looting, loss, misuse, recapture or destruction by placing under guard at all stages during the intelligence exploitation process. Use the best method available to preserve the item in its original condition.
2. Prepare a spot report on all time sensitive information.
  - a. Identify time sensitive information. The TECHINT appendix to an Intelligence Annex will delineate time sensitive technical items and reporting channels.

NOTE: Time sensitive information includes any significant intelligence information with either military or technical application, to include enemy order of battle, enemy maps, overlays, operation orders, signals, codes, cryptographic materiel, new weapons or equipment on the battlefield, information critical to successfully accomplishing friendly courses of action, or information that indicates a significant change in the enemy's capabilities or intentions.

- b. Submit a spot report to notify higher commands of the capture or identification of enemy materiel believed to answer intelligence requirements.
        - (1) Use S-A-L-U-T-E format to identify:
          - (a) S - Size
          - (b) A - Activity
          - (c) L - Location
          - (d) U - Unit
          - (e) T - Time
          - (f) E - Equipment
        - (2) Report time sensitive items by the least IMMEDIATE precedence.
3. Tag each item of CEM.
  - a. Tag all CEM found on the battlefield with no known association to an EPW.
    - (1) Use CEE Tag on each piece of equipment.
    - (2) Use Captured Document Tag for each document.
  - b. Attach a sheet marked TECHDOC to flag the CED, if the CED is associated with a particular piece of CEM.
    - (1) List the precise location, time, circumstances of capture and a detailed description of the materiel, on the sheet marked TECHDOC.
    - (2) Treat all documents marked TECHDOC with the highest priority and forward them through the intelligence officer to the higher command until their value is determined.

**Performance Steps**

- c. Use special procedures for handling captured C-E equipment and documents marked TECHDOC.
    - (1) Handle in close coordination with the communications staff.
    - (2) Treat CEDs containing communications or cryptographic information as secret material.
    - (3) Tag and evacuate through secure channels without delay.
  - d. Use field expedient method when no preprinted tags are available. Ensure that as a minimum to include the following information:
    - (1) Provide date and time of capture.
    - (2) Identify capturing unit and its designation.
    - (3) Explain circumstances of capture.
    - (4) Provide the identity of the CED or CEE captured.
    - (5) Identify the location where the document was captured, including the six- or eight digit grid coordinate.
  - e. Tag without defacing the item.
    - (1) Ensure that all markings which appear on the materiel at the time of capture are preserved.
    - (2) Ensure that items are tagged so as not to damage or destroy the documents or equipment.
    - (3) Never write on the document itself.
    - (4) Put tag, without damaging the CED, in a waterproof bag.
    - (5) Attach tag to CEM so that it will not come off.
4. Select the correct disposition procedure for each item of CEM.
- a. Identify all time-sensitive captured enemy materiel to be evacuated to the S-2, who will screen for intelligence or technical value, and will evacuate to the rear for examination and exploitation. All enemy documents captured on the battlefield are sent immediately to the first intelligence staff officer in the chain. The S2/G2 routes all enemy documents to the nearest interrogation element for tactical exploitation. Interrogators screen the documents for immediate information and forward them to higher command, as required.
    - (1) Evacuate CEM with any technical documents found that relate to its design or operation. When the materiel cannot be evacuated, the documents should be identified with the materiel by attaching a sheet marked TECHDOC, and the following information:
      - (a) List the precise location, time, circumstance of capture.
      - (b) List a detailed description of the materiel.
      - (c) Take photographs of the equipment and evacuate with the document.
      - (d) Take photographs of the materiel, placing an object of known size such as a ruler near the materiel to provide a size reference.
      - (e) Protect equipment that is too large to evacuate.
      - (f) Detail guards to safeguard the item until you receive further directions.
      - (g) Keep photos with TECHDOC and evacuate.
    - (2) Evacuate CEM through your chain of command to the S-2, who will screen for intelligence or technical value, then evacuate to the rear for examination and exploitation.
  - b. Evacuate other CEM through similar logistic assets (i.e., route captured petroleum, oil, and lubricants (POL) through our POL points).
  - c. Protect the CEM, which cannot be evacuated, until disposition instructions are received.

**Evaluation Preparation:** Setup: Prepare samples of captured enemy documents. Prepare captured document tags for CEDs. Prepare captured enemy equipment tags for all unidentified equipment, complete with reference manuals. Provide a sheet marked TECHDOC, blank spot reports, and unit SOP.

**Brief Soldier:** Instruct the soldier to process and evacuate all CEDs and CEE using captured document tags, captured enemy equipment tags and a sheet marked TECHDOC when necessary.

<b>Performance Measures</b>	<u>GO</u>	<u>NO GO</u>
1. Safeguard each item.	_____	_____
a. Use best method available to preserve the item in its original condition.		
b. Protect the item from looting, loss, misuse, recapture or destruction by placing under guard at all stages during the intelligence exploitation process.		
2. Submit a written or verbal spot report on time sensitive information that includes six of six S-A-L-U-T-E items identified correctly.	_____	_____
3. Complete the appropriate tag for each item.	_____	_____
a. Use captured enemy equipment or captured document tag for CEM found on the battlefield.		
b. Attach a sheet marked "TECHDOC" to any CED associated with a particular piece of CEM. The cover sheet should list the precise location, time, circumstances of capture and a detailed description of the materiel. Take photos of the CEM with a size reference, if possible and keep with TECHDOC.		
c. Use field expedient method when no preprinted tags are available.		
d. Tag, without defacing the item.		
4. Select the correct disposition procedure for each item.	_____	_____

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

**References  
Required**

- Related**  
 FM 19-40  
 FM 34-52  
 FM 34-54

## Subject Area 25: Equipment Checks

**Supervise Preventive Maintenance Checks and Services (PMCS)****091-CLT-4029**

**Conditions:** In the field or in a motor pool environment, given proper equipment, appropriate technical manuals, supporting forms and documentation, tools and personnel.

**Standards:** Ensure maintenance status of assigned equipment is reported and personnel are trained in the proper procedures for conducting PMCS and in accordance with the appropriate references.

**Performance Steps**

1. Direct preventive maintenance checks and services.
  - a. Verify that all current and updated technical manuals and references are available or requisitioned for unit's assigned equipment.
  - b. Verify that all tools, POL, personnel and other resources are available for PMCS.
  - c. Observe operators performing PMCS at prescribed intervals.
  - d. Review maintenance forms and reporting procedures for accuracy and completeness.
2. Report maintenance status of assigned equipment.
  - a. Verify that the operator has correctly identified and corrected, or recorded faults on DA Form 5988-E or DA Form 2404.
  - b. Confirm that NMC faults are corrected before dispatch.
3. Train personnel in the proper procedures for conducting PMCS.
  - a. Enforce the Commander's training program for operators of assigned equipment.
  - b. Lead collective training.
  - c. Verify that all operators are licensed for their equipment.
  - d. Verify that squad leaders/section chiefs/team leaders train team members.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Verify that all current and updated technical manuals and references are available or requisitioned for unit's assigned equipment	—	—
2. Verify that all tools, POL, personnel and other resources are available for PMCS.	—	—
3. Enforce standing operating procedures IAW AR 750-1 and local policy.	—	—
4. Reduce training distractions.	—	—
5. Check operator's DA Form 346 to confirm that operators are licensed.	—	—
6. Observe operators performing PMCS at prescribed intervals.	—	—
7. Compare PMCS process to the PMCS table in the appropriate technical reference.	—	—
8. Review maintenance forms and reporting procedures for accuracy and completeness.	—	—
9. Correct technical and administrative deficiencies on the spot and provide feedback for the operator/crew on correct procedures.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

STP 21-24-SMCT

**References**

**Required**

AR 750-1

DA PAM 750-1

DA PAMPHLET 738-750

DA PAMPHLET 750-35

TM 9-243

**Related**

**Enforce Compliance with Supply Discipline Procedures**  
**101-92Y-0003**

**Conditions:** Given the requirement to ensure compliance with Command Supply Discipline Program (CSDP) by utilizing existing assets to avoid duplication of fragmentation of effort and stewardship of resources. Given AR 710-2, AR 735-5 and unit's local standing operating procedures (SOP).

**Standards:** Enforce the Command Supply Discipline Program IAW AR 710-2 and AR 735-5.

**Performance Steps**

1. Initiate CSDP IAW AR 710-2, appendix B-1 and AR 735-5, paragraph 11-1.
  - a. Define CSDP.
    - (1) A compilation of existing regulatory requirements.
    - (2) A mandatory program.
    - (3) A program designed to simplify command, supervisory, and managerial responsibilities.
  - b. Develop CSDP to implement in unit.
    - (1) Provide the personal interest necessary to establish an effective CSDP.
    - (2) Identify the appropriate CSDP requirements listing from AR 710-2, appendix B for use.
    - (3) Review the requirements listing within the CSDP in order to become familiar with applicable regulatory requirements.
    - (4) Make adjustments to the requirements listing as dictated by the units unique requirements/missions.
    - (5) Incorporate local SOP requirements into the CSDP.
  - c. Obtain parent level inspection checklists.
  - d. Obtain parent level evaluation schedule for your unit.
  - e. Report to the immediate higher headquarters any applicable requirements within the requirements listing or checklists that cannot be completed.
2. Execute the CSDP IAW AR 710-2 and AR 735-5
  - a. Perform routine duties utilizing the CSDP.
  - b. Review past evaluations conducted by higher headquarters to determine if any discrepancies have not been corrected.
  - c. Perform general regulatory requirements.
  - d. Check property authorization documents.
  - e. Check requesting and receiving supplies.
  - f. Check disposition of property.
  - g. Check property responsibility.
  - h. Check Organizational Clothing and Individual Equipment (OCIE) and personal clothing.
  - i. Check management of loads.
  - j. Check Prescribed Load List (PLL).
  - k. Check inventories.
  - l. Check adjustments for lost, damaged, or destroyed property.
  - m. Check storage.
  - n. Check petroleum management.
  - o. Perform automated system checks.
3. Maintain the CSDP IAW AR 710-2 and AR 735-5.
  - a. Develop measures to enforce supply discipline.
    - (1) Continue command emphasis on supply discipline by unit leadership.
    - (2) Provide training to unit personnel on supply requirements, procedures, and methods.
    - (3) Take administrative measures to account for lost, damaged, or destroyed property.
    - (4) Take disciplinary measures to deter and/or correct fraud, waste, negligent damage and/or loss of government property.
  - b. Update SOP and CSDP to align with changing unit requirements.
  - c. Submit systemic problems that cannot be resolved to the commander for resolution.

**Performance Steps**

Evaluation Preparation: This task can be evaluated during routine unit operations.

Brief Soldier: Inform soldier that the evaluation is measured on the ability to perform the listed performance measures.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO GO</b></u>
1. Initiated the CSDP.	_____	_____
a. Defined the CSDP.		
b. Developed the CSDP to implement in the unit.		
c. Obtained parent level inspection checklist.		
d. Obtained parent level evaluation schedule for the unit.		
e. Reported to the immediate higher headquarters any applicable requirements within the requirements listing or checklists that cannot be completed.		
2. Executed the CSDP.	_____	_____
a. Performed routine duties utilizing the CSDP.		
b. Reviewed past evaluations conducted by higher headquarters to determine if any discrepancies have not been corrected.		
c. Performed general regulatory requirements.		
d. Checked property authorization documents.		
e. Checked requesting and receiving supplies.		
f. Checked disposition of property.		
g. Checked property responsibility.		
h. Checked Organizational Clothing and Individual Equipment (OCIE) and personal clothing.		
i. Checked management of loads.		
j. Checked Prescribed Load List (PLL).		
k. Checked inventories.		
l. Checked adjustments for lost, damaged, or destroyed property.		
m. Checked storage.		
n. Checked petroleum management.		
o. Performed automated system checks.		
3. Maintained the CSDP.	_____	_____
a. Developed measures to enforce supply discipline.		
b. Updated SOP and CSDP to align with changing unit requirements.		
c. Submitted systemic problems that could not be resolved to the commander for resolution.		

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

**References**

**Required**  
AR 710-2  
AR 735-5

**Related**



## Enforce Property Accountability Policies

**101-92Y-0004**

**Conditions:** Given the requirement to enforce property accountability policies. Given the appropriate supply documentation; publications and forms.

**Standards:** Ensure all property is accounted for IAW AR 25-400-2, AR 710-2, AR 735-5, DA PAM 25-30 and DA PAM 710-2-1.

### Performance Steps

1. Review hand receipt/sub-hand receipts, temporary hand receipts, inventory list, and equipment receipts for accuracy IAW DA Pam 710-2-1.
  - a. Review manual hand receipt procedures.
    - (1) Review DA Form 2062 used as a hand receipt/sub-hand receipt.
      - (a) Verify change of primary hand receipt holder inventory was conducted and recorded.
      - (b) Verify hand receipt holders are still assigned to unit.
      - (c) Verify all authorized equipment is listed on hand receipt.
      - (d) Determine if all authorized equipment is on hand or on request.
      - (e) Verify that all publication data is recorded in the item description block.
      - (f) Verify shortage annexes are on hand for shortages as a result of an inventory.
      - (g) Determine if the document number(s) are recorded on shortage annexes for due-ins.
      - (h) Verify component hand receipts are being used when required.
      - (i) Verify installation and organization property is not issued on the same hand receipt.
      - (j) Verify if change documents are on hand for transactions and adjustment documents.
      - (k) Determine if the hand receipt is being updated at least every six months based on the date of oldest change document.
      - (l) Verify that change documents for hand receipts are being destroyed after being posted.
      - (m) Verify items issued on component hand receipts are issued to the intended user.
      - (n) Determine if the unit is using temporary hand receipt procedures when issuing equipment for less than thirty days.
      - (o) Verify hand receipt is placed in the appropriate unit supply title.
    - (2) Review DA Form 2062 used as component hand receipt.
      - (a) Verify component hand receipt holder is still assigned to unit.
      - (b) Verify items issued on component hand receipt are being issued to intended user.
      - (c) Verify shortages are annotated on component hand receipt.
      - (d) Verify all authorized equipment is listed on component hand receipt.
      - (e) Verify all authorized equipment is on hand or on request.
      - (f) Verify the document number(s) are recorded on component hand receipt to show due-ins.
      - (g) Verify end item stock number is entered.
      - (h) Verify end item description is entered.
      - (i) Verify recorded publication data is correct.
      - (j) Verify the quantity of end item is correct.
      - (k) Verify change documents are on hand for transactions affecting the component hand receipt on hand balance.
      - (l) Verify the component hand receipt is being updated at least every six months based on the date of oldest change document.
      - (m) Verify that change documents for component hand receipts are destroyed after being posted.
      - (n) Verify component hand receipts are placed in appropriate unit supply file.
      - (o) Confirm signature, rank and date.
    - (3) Review DA Form 2062 used as a hand receipt annex.

**Performance Steps**

- (a) Verify the hand receipt/sub-hand receipt has a shortage annex annotated with any shortage that exist.
- (b) Verify hand receipt holders are still assigned to unit.
- (c) Verify that all shortages are listed on the shortage annex.
- (d) Verify publication data is recorded in the item description block.
- (e) Verify there is a valid due-in for all shortages on shortage annex.
- (f) Verify the document number(s) are recorded on shortage annex for due-ins.
- (g) Verify end item stock number is entered.
- (h) Verify end item description is entered.
- (i) Verify recorded publication data is correct.
- (j) Verify the quantity of end item is correct.
- (k) Verify item description of existing shortages.
- (l) Verify change documents are on hand for transactions affecting the shortage annex.
- (m) Verify the shortage annexes are updated at least every six months when hand receipts are updated.
- (n) Verify person filing the position identified in the "From" block of DA Form 2062 is initialing shortages.
- (o) Verify change documents are on hand for all transactions.
- (p) Verify that change documents for shortage annexes are destroyed after being posted.
- (q) Verify shortage annex is placed in the appropriate unit supply file.
- (4) Review DA Form 2062 used as an inventory list.
  - (a) Verify unit is using the inventory list to account for property when assigning responsibility is impractical.
  - (b) Verify copy of inventory list is kept in area where the property is located and placed where it can be easily seen.
  - (c) Verify inventory of property is being conducted and recorded at least semi-annually.
  - (d) Verify unit SOP has instructions for using inventory list procedures.
  - (e) Ensure DA Form 2062 is filled out IAW DA Pam 710-2-1.
- (5) Review DA Form 3749, equipment receipt used as a hand receipt.
  - (a) Verify equipment receipt is used to issue individual equipment to the same person for brief recurring periods.
  - (b) Ensure DA Form 3749 is filled out properly IAW DA Pam 710-2-1.
  - (c) Verify an equipment receipt if prepared for each soldier authorized to receipt property.
  - (d) Verify that equipment receipts are prepared and maintained correctly.
- (6) Review DA Form 3161, Request for Issue or Turn-In, used as a temporary hand receipt.
  - (a) Determine if unit hand receipt holders are loaning equipment to another unit without approval of PBO.
  - (b) Verify temporary hand receipts are only used to loan equipment for thirty calendar days or less.
  - (c) Verify the original copy of temporary hand receipt is on hand.
  - (d) Verify temporary hand receipts are being filed in date sequence.
  - (e) Ensure DA Form 3161 is filled out properly.
  - (f) Verify the temporary hand receipt file is being reviewed daily.
  - (g) Verify temporary hand receipts are destroyed upon return of property.
- b. Review automated hand receipts.
  - (1) Review Standard Property Book System-Redesigned (SPBS-R) hand receipt/property list.
    - (a) Verify the change of primary hand receipt holder inventory was conducted and recorded.
    - (b) Verify the signed copy of hand receipt is current.
    - (c) Verify all authorized equipment is listed on hand receipt.
    - (d) Verify all authorized equipment is on hand or on request.
    - (e) Verify shortage annexes are on hand for shortages as a result of an inventory.
    - (f) Verify the document number(s) are recorded on shortage annex for due-ins.

**Performance Steps**

- (g) Verify that person filling the position identified in the "From" block of DA Form 2062 is initialing shortages.
  - (h) Verify component hand receipts are being used when required.
  - (i) Verify change documents are on hand for transactions and adjustment documents.
  - (j) Verify changes are being posted to work copy of hand receipts.
  - (k) Verify work copy with monthly hand receipt/property list for accuracy.
  - (l) Verify change documents are destroyed after posting to hand receipt.
  - (m) Determine if the SPBS-R monthly update is being downloaded to ULLS-S4.
  - (n) Verify cyclic and sensitive items inventories are being conducted and recorded.
  - (o) Determine if distribution instructions are on hand or have been requested for excess equipment.
  - (p) Verify hand receipt is placed in the appropriate unit supply file.
  - (2) Review Unit Level Logistics System-S4 automated hand receipt.
    - (a) Review property origin record.
    - (b) Verify SPBS-R download is being performed to update primary hand receipt.
    - (c) Determine if there is an imbalance report for equipment not assigned on the sub-hand receipt.
    - (d) Verify all entries of the automated hand receipt for accuracy.
2. Review posting of change documents and adjustment documents to hand receipt/subhand receipts IAW AR 710-2, DA Pam 710-2-1 and ULLS-S4 EM.
- a. Review manual, SPBS-R, and ULLS-S4 hand receipt procedures.
    - (1) Determine if change documents are being maintained with hand receipt/subhand receipts.
    - (2) Verify change documents are posted to hand receipt/subhand receipts prior to change of hand receipt/subhand receipt holder inventory.
    - (3) Verify installation and organization equipment is not issued on same change document.
    - (4) Verify change documents are posted to hand receipt/subhand receipt at least every six months.
    - (5) Verify information being posted to hand receipt/subhand receipts is accurate.
      - (a) Verify the quantity of item being posted to subhand receipt.
      - (b) Verify national stock number of item being posted to hand receipt/subhand receipt.
      - (c) Verify line item number of item being posted to hand receipt/subhand receipt.
      - (d) Verify serial number of item being posted to hand receipt/subhand if required.
      - (e) Verify the nomenclature of item being posted to hand receipt/subhand receipt.
      - (f) Verify unit of issue of item being posted to hand receipt/subhand receipt.
      - (g) Verify size of item being posted to hand receipt/subhand receipt if required.
    - (6) Verify change documents are destroyed when hand receipt/subhand receipts are updated.
    - (7) Verify hand receipts/subhand receipts are placed in the appropriate unit supply files.
  - b. Review hand receipt filing procedures
3. Prepare for inventory IAW DA Pam 710-2-1, Chapter 9.
- a. Check with the commander for any special instructions.
  - b. Verify that the current DA Pam 25-30 is used to conduct the inventory
  - c. Verify availability of facilities for laying out equipment.
  - d. Verify the date, time, and location of inventory with all hand receipt holders.
  - e. Identify personnel that will be assisting with the inventory.
  - f. Notify the subhand receipt holders of when, where, and how the inventory will be conducted.
  - g. Ensure hand receipt holders are in the unit that is assigned the property.
  - h. Ensure all hand or subhand receipts and annexes with change documents are posted prior to inventory.
4. Conduct a physical inventory IAW DA Pam 710-2-1, Chapter 9.
- a. Follow the commander's special instructions.
  - b. Compare authorization documents, modified table of allowances (MTOE), table of distribution and allowances (TDA), or joint table of allowance (JTS) with the hand receipts.

**Performance Steps**

- c. Review DA Pam 25-30, to ensure that the most current publications are used to conduct the inventory.
- d. Ensure the quantity agrees with quantity recorded on the hand receipt document.
- e. Ensure the items being inventoried belong to the unit.
- f. Visually count and verify serial numbers of each item being inventoried.
- g. Check the serial number when an item has a serial number.
- h. Check end item for completeness using the proper technical manual or supply catalog.
- i. Make visual check of the condition of the item.
- j. Validate maintenance and laundry requests.
- k. Report discrepancies to the commander.

5. Perform post inventory procedures IAW DA Pam 710-2-1, Chapter 9.

- a. Compare inventory results with authorization documents, hand receipts, property listings, or component listings to verify shortages.
- b. Inform commander of inventory results.
- c. Cross level and report excess property to accountable officer.
- d. Prepare adjustment document(s) if required.
- e. Process any adjustment document(s) as a result of inventory.
- f. Ensure all hand receipts, property listings, or component listings as required are available.

Note: Upon completing a change of command inventory, the incoming and outgoing commander will meet with the PBO for the change of property responsibility.

- g. Prepare a memorandum with results of inventory between outgoing and incoming commander if required.
- h. Provide a copy of memorandum of inventory results to higher headquarters if required.
- i. Place the inventory documents in the property record inspection and inventory report file, 710-2d.
- j. Place copies of all adjustment documents in property book and supporting documents file, 710-2a.
- k. File the inventory results IAW AR 25-400-2, appendix B.
- l. Turn in overages as "found on installation property".

6. Verify the accuracy of adjustment documents IAW AR 735-5 and DA Pam 710-2-1.

- a. Review the DA Form 4697, Report of Survey, which is being processed.
  - (1) Verify that all entries on front (blocks 1 through 20) are completed.
  - (2) Verify accountable officer signature and document number is obtained.
  - (3) Verify that the higher headquarters has assigned a survey number.
  - (4) Verify adjustment(s) that are made to hand receipt/subhand receipt as applicable.
  - (5) Verify a copy of DA Form 4697 in the appropriate unit supply file IAW AR 25-400-2.
  - (6) Verify that a memorandum of summary was prepared for the appointing/approving authority.
  - (7) Determine if surveys are being forwarded to the approving authority in a timely manner.
  - (8) Ensure that a survey officer has been appointed on orders.
  - (9) Verify the survey officer has been provided a copy of DA Pam 735-5, Survey Officer's Guide.
  - (10) Verify the fair market value or depreciation value is being allowed.
  - (11) Verify that surveys are being sent to Judge Advocate Generals (JAG) office for legal review.
  - (12) Check to see if the survey officer's findings and recommendations are being reviewed prior to being presented to appointing/approving authority.
  - (13) Verify that replacement item(s) were requested through supply channels.
  - (14) Verify accountability of property was reestablished if required.
- b. Review the DD Form 362, Statement of Charges/Cash Collection Voucher.
  - (1) Check the date prepared.
  - (2) Verify all entries for correctness.
  - (3) Obtain accountable officer's signature and document number.

**Performance Steps**

- (4) Verify adjustment(s) that are made to hand receipt/subhand receipts as applicable.
- (5) Place copy of DD Form 362 in the appropriate unit supply file and dispose of IAW AR 25-400-2.
- (6) Verify replacement items were requested through supply channels.
- c. Review DA Form 4949, Administrative Adjustment Report.
  - (1) Check the date prepared.
  - (2) Verify that all entries are correct.
  - (3) Verify change of account requirements.
  - (4) Verify accountable officer has signed and annotated a document number.
  - (5) Verify hand receipts/subhand receipts have been adjusted for all changes.
  - (6) Verify that a copy of DA 4949 is in the appropriate unit supply file IAW AR 25-400-2.
- 7. Complete final disposition of an adjustment document to obtain relief from responsibility for property IAW AR 735-5 and DA Pam 710-2-1.
  - a. Verify that final action was completed, as required, by the Approving Authority.
  - b. Verify that the individual(s) is notified of his/her rights regarding financial liability charges.
  - c. Verify that finance has processed financial liability against the individual being charged.
  - d. Ensure the property book officer is provided a completed copy of final action on adjustment documents.
  - e. Remove suspense copy from unit suspense file, and file the approved copy in document support file IAW AR 25-400-2 and DA Pam 710-2-1.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Reviewed hand receipt/sub-hand receipts, temporary hand receipts, inventory list, and equipment receipts for accuracy IAW DA Pam 710-2-1. <ul style="list-style-type: none"> <li>a. Reviewed manual hand receipt procedures.</li> <li>b. Reviewed automated hand receipts.</li> </ul>	—	—
2. Reviewed posting of change documents and adjustment documents to hand receipt/subhand receipts IAW AR 710-2, DA Pam 710-2-1, and ULLS-S4 EM. <ul style="list-style-type: none"> <li>a. Reviewed manual, SPBS-R, and ULLS-S4 hand receipt procedures.</li> <li>b. Review hand receipt filing procedures.</li> </ul>	—	—
3. Prepared for inventory IAW DA Pam 710-2-1, Chapter 9. <ul style="list-style-type: none"> <li>a. Checked with the commander for any special instructions.</li> <li>b. Verified that the current DA Pam 25-30 is used to conduct the inventory.</li> <li>c. Verified availability of facilities for laying out equipment.</li> <li>d. Verified the date, time, and location of inventory with all hand receipt holders.</li> <li>e. Identified personnel that will be assisting with the inventory.</li> <li>f. Notified the subhand receipt holders of when, where, and how the inventory will be conducted.</li> <li>g. Ensured hand receipt holders are in the unit that is assigned the property.</li> <li>h. Made sure all hand or subhand receipts and annexes with change documents are posted to inventory.</li> </ul>	—	—
4. Conducted a physical inventory IAW DA Pam 710-2-1, Chapter 9. <ul style="list-style-type: none"> <li>a. Followed the commander's special instructions.</li> <li>b. Compared authorization documents, modified table of allowances (MTOE), table of distribution and allowances (TDA), or joint table of allowances (JTA) with the hand receipts.</li> <li>c. Reviewed DA Pam 25-30, to ensure that the most current publications are used to conduct the inventory.</li> <li>d. Made sure the quantity agrees with quantity recorded on the hand receipt document.</li> </ul>	—	—

**Performance Measures**

**GO      NO GO**

- e. Made sure the items being inventoried belong to the unit.
  - f. Visually counted and verified serial numbers of each item being inventoried.
  - g. Check the serial number when an item has a serial number.
  - h. Checked end item for completeness using the proper technical manual or supply catalog.
  - i. Made visual check of the condition of the items.
  - j. Validated maintenance and laundry requests.
  - k. Reported discrepancies to the commander.
5. Performed post inventory procedures IAW DA Pam 710-2-1, Chapter 9. \_\_\_\_\_ \_\_\_\_\_
- a. Compared inventory results with authorization documents, hand receipts, property listings or component listings to verify shortages.
  - b. Informed commander of inventory results.
  - c. Cross leveled and reported excess property to accountable officer.
  - d. Prepared adjustment document(s) if required.
  - e. Processed any adjustment document(s) as a result of inventory.
  - f. Ensured all hand receipts, property listings, or component listings as required are available.
  - g. Ensured upon completing a change of command inventory, the incoming and outgoing commander met with the PBO for the change of property responsibility.
  - h. Prepared a memorandum with results of inventory between outgoing and incoming commander if required.
  - i. Provided a copy of memorandum of inventory results to higher headquarters if required.
  - j. Placed the inventory documents in the property record inspection and inventory report file, 710-2d.
  - k. Placed copies of all adjustment documents in property book and supporting documents file, 710-2a.
  - l. Filed the inventory results IAW AR 25-400-2, appendix B.
  - m. Turned in overages as "found on installations property."
6. Verified the accuracy of adjustment documents IAW AR 735-5 and DA PAM 710-2-1. \_\_\_\_\_ \_\_\_\_\_
- a. Reviewed the DA Form 4697, Report of Survey, which is being processed.
  - b. Reviewed the DD Form 362, Statement of Charges/Cas Collection Voucher.
  - c. Reviewed DA Form 4949, Administrative Adjustment Report.
7. Completed final disposition of an adjustment document to obtain relief from responsibility for property IAW AR 735-5 and DA Pam 710-2-1. \_\_\_\_\_ \_\_\_\_\_
- a. Verified that final action was completed, as required, by the Approving Authority.
  - b. Verified that the individual(s) is notified of his/her rights regarding financial liability charges.
  - c. Verified that fiancé has processed financial liability against the individual being charged.
  - d. Ensured the property book officer is provided a completed copy of final action on adjustment documents.
  - e. Removed suspense copy from unit suspense file, and file the approved copy in document support file IAW AR 25-400-2 and DA Pam 710-2-1.

**References**

**Required**

AR 25-400-2  
 AR 710-2  
 AR 735-5

**Related**

AR 25-400-2  
 AR 710-2  
 AR 735-5

**References**

**Required**

DA PAM 25-30  
DA PAM 710-2-1

**Related**

DA PAM 25-30  
DA PAM 710-2-1

**Enforce Compliance with Property Accountability Policies**  
**101-92Y-0005**

**Conditions:** Given the property records, blank forms, appropriate supply publications and the requirement to provide proper guidance and direction to subordinate unit personnel; ensure the security of all property of the command, whether in use or in storage; observe subordinates to ensure their activities contribute to the proper custody, care, use and safekeeping of all property within the command; enforce all security, safety, and accounting requirements; take administrative or disciplinary measures when necessary.

**Standards:** Enforce property administration in units and maintain property accountability IAW Army & DOD Regulations.

**Performance Steps**

1. Determine the requirements to manage property administration.
  - a. Review the guidance to manage property administration in units IAW AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
    - (1) Forward requests through command channels when regulatory guidance is not clear.
    - (2) Process deviation for supply policy requiring HQDA approval to Commander, U.S. Army Logistics Evaluation Agency, ATTN: LOEA-OS, New Cumberland, PA 17070-5007.
    - (3) Identify and report supply constraints to higher headquarters.
    - (4) Implement the Hazardous Materials Management Program.
  - b. Review administrative procedures as outlined in DA Pam 710-2 and local SOP to manage property administration.
2. Establish property administration in a unit.
  - a. Ensure personnel use the correct property authorization documents.
    - (1) Verify all pertinent property authorization documents (MTOE, TDA, etc.) are on hand.
    - (2) Verify all items that require property book accounting are on the property book.
    - (3) Ensure hand receipts are reconciled with the authorization allowances.
    - (4) Verify that the Property Book Officer (PBO) accounts for organization and installation property separately.
    - (5) Verify commander or head of separate activity for whom the property book is maintained appoints the PBO.
  - b. Ensure personnel maintain the automated property listings.
    - (1) Verify the automated Hand Receipt, ALV-151 is on hand to show acceptance of and responsibility for assigned property.
    - (2) Verify the hand receipt accuracy.
    - (3) Determine if assistance is needed by the commander to conduct required inventories by verifying accuracy of listings.
    - (4) Verify the preparation and maintenance of hand receipt procedures.
  - c. Ensure personnel prepare and maintain hand receipts using correct procedures.
    - (1) Verify that sub-hand receipt holders accept direct responsibility for property by signing a hand receipt.
    - (2) Verify that equipment is issued on hand receipt/sub-hand receipt.
    - (3) Verify change documents are posted to hand/sub-hand receipt at least six (6) months from the oldest change document.
    - (4) Verify temporary hand receipt property issues for less than 30 calendar days.
    - (5) Verify property issued for more than 30 calendar days are issued on a permanent hand receipt.
    - (6) Verify inventory listings are used when assigning individual responsibility is not practical.
    - (7) Verify that components of Sets, Kits and Outfits (SKOs) are controlled.
    - (8) Verify hand receipt shortage annexes are prepared when component shortages exist.
    - (9) Verify hand receipts are filed in appropriate unit supply files.
  - d. Ensure procedures for request and receipt of supplies and logistical services is followed.



**Performance Steps**

- (1) Verify that all authorized property, components and basic loads are on hand or on request.
  - (2) Verify commander or designated representative review all requests having an Urgency of Need designator "A" and "B" for priority abuse.
  - (3) Verify the use of End Item COdes (EIC) for requesting repair parts.
  - (4) Verify that request for recoverables are proceeded by a turn-in of an unserviceable like item.
  - (5) Verify the establishment and maintenance of document registers within the unit.
  - (6) Verify controls are in place to account for all VISA IMPAC purchases.
  - (7) Verify command requirement procedures are followed when a unit member is appointed as an ordering/contracting officer.
  - (8) Verify requests for DRMO property are processed through Supply Support Activity (SSA).
  - (9) Verify that Delegation of Authority Documents are prepared to receipt for supplies and equipment.
  - (10) Report all discrepancies when supplies and equipment are received.
  - (11) Verify that document modifiers are submitted when a change is required.
  - (12) Verify cancellation requests are submitted when requested items are no longer needed.
  - (13) Monitor the hazardous material program and provide guidance on the availability of materials.
- e. Ensure supply personnel comply with policies in issuing, storing, turning in supplies and equipment.
- (1) Issuing:
    - (a) Verify all property is issued and hand receipt accountability is maintained
    - (b) Verify hand receipts are used whenever property book or durable are issued.
  - (2) Storage:
    - (a) Verify that adequate facilities and space is available for hand receipt holders to store the different classes of supplies.
    - (b) Verify that storage facilities meet physical security requirements to prevent loss.
    - (c) Verify that storage facilities meet the Occupational Safety and Health Administration (OSHA) Guidelines and local SOP.
    - (d) Verify that adequate material handling equipment (MHE) is on hand.
    - (e) Verify that storage facilities are properly marked with appropriate identifying symbols.
    - (f) Verify that materials are inspected and kept ready for use.
  - (3) Turn-ins:
    - (a) Verify that transferred property meets accountability and maintenance requirements.
    - (b) Verify turn-in action of excess property and associated components are initiated within 10 calendar days after effective date of authorization document change.
    - (c) Verify turn-in of unserviceable and not repairable property book items through the PBO.
    - (d) Verify turn-in of unserviceable Communication Security (COMSEC) equipment is handled by the custodian.
    - (e) Verify turn-in of unserviceable repairable to supporting SSA.
    - (f) Validate component shortages of property being turn-in.
    - (g) Verify that items "Found on Installation" that are not on accountable records are turned in through the PBO.
    - (h) Verify turn-in of residue and unexpended ammunition after completion of training.
    - (i) Verify ammunition that is found is turned-in to the amnesty program.
    - (j) Verify excess hazardous materials are turn-in to SSA.
- f. Establish and maintain document registers.
- (1) Manual:
    - (a) Verify PBO has designated, by Informal Memorandum, those elements authorized to request expendable and durable supplies.
    - (b) Verify an Informal Memorandum, that specify class of supply, DODAAC and block of document serial numbers to be used by element is on hand.
    - (c) Verify document registers are prepared and maintained correctly.

### Performance Steps

- (d) Verify supply status, status cards and/or listings are maintained for supplies due-in.
- (e) Verify all transactions, i.e., cancellation, follow-up, modification, and receipt data is posted to document register.
- (f) Verify document register is closed out and filed correctly.
- (2) Automated:
  - (a) Verify PBO has designated, by Informal Memorandum those elements authorized to request expendable and durable supplies.
  - (b) Verify an Informal Memorandum that specify class of supply, DODDAAC and block of document serial numbers to be used by element is on hand.
  - (c) Verify Document Number Parameter is set for classes of supply.
  - (d) Verify active and inactive document/transaction history listings are maintained correctly.
- g. Conduct reconciliation procedures with Supply Support Activity.
  - (1) Verify reconciliation are accomplished on a monthly basis or IAW local standing operating procedures.
  - (2) Verify copy of reconciliation is on file.
- h. Establish supply and equipment inventory control functions.
  - (1) Verify elements that impact on acquisition, allocation and disposal of materiel.
  - (2) Verify joint change of primary hand receipt holder was conducted.
  - (3) Verify all unit property is inventoried annually.
  - (4) Verify inventory is conducted prior to receipt or turn-in of property.
  - (5) Verify a change of custody of arms storage facility is conducted with results recorded on a hand receipt.
  - (6) Verify sensitive item inventories are conducted and recorded.
  - (7) Verify weapons and ammunition inventories are conducted and recorded.
  - (8) Verify unit loads, basic loads, and operational loads are inventoried to verify authorized stockage levels.
  - (9) Verify authorized stockage of the Prescribed Load List (PLL) is on hand or on request.
  - (10) Verify inventories of OCIE is conducted:
    - (a) Soldiers departing or newly assigned.
    - (b) Soldiers placed on AWOL status, hospitalized, or emergency leave.
    - (c) Soldiers returning from a field exercise.
- i. Establish and maintain supply files.
  - (1) Verify unit files are on hand and maintained.
  - (2) Verify files are disposed of IAW AR 25-400-2.
- j. Supervise unit budget operations.
  - (1) Verify that qualified individuals are available to operate the Unit Level Logistics System S-4 (ULLS-S4).
  - (2) Verify that the ULLS-S4 EM is on hand.
  - (3) Verify that security accesses for ULLS-S4 have been established.
  - (4) Verify that ULLS-S4 Parameter Files are established.
  - (5) Verify that property origin records have been established.
  - (6) Verify that Continuity Operation Procedures (COOP) for ULLS-S4 is being performed.
- 3. Maintain property administration in a unit by applying the Command Supply Discipline Program procedures.
  - a. Administrative action:
    - (1) Review the last evaluation to determine if past discrepancies were resolved.
    - (2) Established suspense dates for corrective actions.
    - (3) Correct all findings using regulatory guidance.
    - (4) Brief commander on the finding at the completion of the evaluation.
    - (5) Evaluate the supply operations by using Command Inspection Checklist.
    - (6) Determine if any discrepancies are repeat findings.
    - (7) File evaluation results in the appropriate unit supply files.
  - b. Train personnel:

**Performance Steps**

- (1) Verify that school trained supply personnel are assigned and working in their assigned position.
  - (2) Conduct Military Occupational Skill (MOS) training classes to validate skills.
  - (3) Recommend professional development through enrollment in Army Correspondence Courses.
  - c. Re-inspect areas:
    - (1) Review the last evaluation and correct discrepancies found.
    - (2) Inform commander that corrective action has been taken.
    - (3) Forward results of corrective action to higher headquarters.
    - (4) Determine if any discrepancies are repeat findings.
    - (5) File evaluation results in the appropriate unit supply files.
4. Store Class I meal ready to eat (MRE) IAW DOD Regulation 4145.19.R-1 Change 5, Section V.
- a. Prepare to store supplies.
    - (1) Review storage area layout to determine best location for storage.
    - (2) Verify storage area is clean and dry.
    - (3) Verify storage area is properly ventilated.
    - (4) Verify the storage area temperature remains constant (between 70-80 degrees Fahrenheit).
    - (5) Verify the storage area can be secured.
    - (6) Obtain necessary supplies or equipment to store Class 1 MREs.
  - b. Store MREs using indoor/covered storage.
    - (1) Place wooden pallets on floor/ground.
    - (2) Stack MREs on the wooden pallets, leaving a space between each case (cross-stacking).
    - (3) Place each lot on a separate pallet using the cross-stacking method.
    - (4) Stack oldest date packs in front.
    - (5) Mark the lots and place the cases of MREs on the pallet where the date of the pack can be seen (location placard).
    - (6) Do not stack MREs near the ceiling or heater pipes where temperature is high.
  - c. Apply precautionary measures to avoid loss or damage to supplies.
    - (1) Place a fire extinguisher in the storage area.
    - (2) Place a mousetrap on each corner of the storage area. Report any signs of insect or rodent infestation to proper authority.
    - (3) Check MREs periodically for pilferage, spoilage and lot expiration date.
5. Store Class II expendable supplies IAW DOD Regulation 4145.19-R-1 Chapter 3, Section 3.
- a. Prepare to store supplies.
    - (1) Review storage area layout to determine where items are to be stored.
    - (2) Verify the area is clean and dry.
    - (3) Verify that the area is well ventilated.
    - (4) Obtain necessary supplies and equipment needed to store Class II expendable supplies.
  - b. Store Class II expendable supplies.
    - (1) Store supplies most often requested in an easy to reach place.
    - (2) Store housekeeping supplies such as soap and toilet paper beneath issue counter.
    - (3) Store housekeeping supplies such as brooms in tool room or closet.
    - (4) Store nonflammable weapons maintenance materials such as rifle patches and repair parts in the arms room.
    - (5) Store other unit expendable supplies in designated areas using shelving, drawers, cabinets, or bins.
  - c. Apply precautionary measures to avoid loss or damage to supplies.
    - (1) Place a fire extinguisher in the storage area.
    - (2) Report any sign of insect or rodent infestation to proper authority.
    - (3) Check expendable supplies periodically to prevent waste and pilferage.
6. Store Class IIIP petroleum products IAW DOD Regulation 4145.19-R-1 Chapter 5, Section 7.
- a. Prepare to store supplies.

**Performance Steps**

- (1) Store packaged fuels, lubricants, and greases in an area designated for storage of these items.
  - (2) Store in a building only if adequate dispersion and ventilation are obtained and the building meets the requirements of the current flammable liquid code.
  - (3) Place all packaged fuels, lubricants, and greases in a covered storage area, whenever possible.
  - b. Store Class III petroleum products.
    - (1) Store the maximum quantity of products in limited space while maintaining fire control and providing ease and safety in handling.
    - (2) Store cans using the pyramidal stacking or vertical stacking methods.
    - (3) Stack cans on wooden pallets, at unit and organizational level using one or both methods, pyramidal or vertical.
    - (4) Verify that no containers are leaking.
    - (5) Store container with date of pack clearly in view.
  - c. Apply precautionary measures to avoid loss or damage to supplies or environment.
    - (1) Verify that package fuel does not drain into rivers or sewage systems.
    - (2) Verify uncased containers exteriors are free of grease and oil before being placed in storage.
    - (3) Inspect stacks periodically for evidence of leakage, abnormal swelling or corrosion of containers, for stability of stacks, and to verify that product markings are legible.
    - (4) Place a fire extinguisher in the storage area.
7. Store Class IV expendable supplies IAW DOD Regulation 4145.19-R-1 Chapter 5, Section 5.
- a. Prepare to store supplies.
    - (1) Store Class IV expendables in a covered storage area whenever possible.
    - (2) Verify that the area is clean and dry.
    - (3) Verify that the area is well ventilated.
    - (4) Obtain dunnage and place in storage area, if needed.
    - (5) Store in an easily accessible location.
  - b. Apply precautionary measures to avoid loss or damage to supplies.
    - (1) Inspect periodically to prevent waste, pilferage, or loss due to dry rot or mildew.
    - (2) Rotate stocks when appropriate.
    - (3) Place a fire extinguisher in the storage area.
8. Store Class V ammunition in the unit's arms room, IAW AR 190-11 and DOD Regulation 4145.19-R-1.
- a. Prepare to store supplies.
    - (1) Verify the storage room can be secured.
    - (2) Verify an unaccompanied "Access Control Register" is posted on the outside of the door, IAW, AR 190-11, Chapter 4, paragraph 4-19.
    - (3) Affix signs announcing the presence of Intrusion Detection System (IDS) at eye level when applicable.
    - (4) Place a "RESTRICTED AREA" sign easily visible to people approaching the area.
    - (5) Place a "NO SMOKING" sign outside the door.
    - (6) Place a "FIRE SYMBOL #4" outside the storage room or building.
  - b. Place the ammunition on pallets.
    - (1) Separate by lot numbers.
    - (2) Arrange so that free circulation of air beneath and throughout the stack is possible.
    - (3) Verify the stacks of ammunition are not closer than 18 inches from the roof and 3 inches off the floor.
    - (4) Level the dunnage (if required).
  - c. Apply precautionary measures to avoid loss or damage to supplies.
    - (1) Verify the boxes, cases, and other containers of ammunition are clean and dry before being stored.
    - (2) Verify that all cases are sealed.

**Performance Steps**

- (3) Position fire extinguishers within the distance prescribed for the type Class V Ammunition/Explosives Stored.
9. Store paints, cylinders, and flammable supplies IAW DOD Regulation 4145.19-R-1, paragraph 5-404.
  - a. Prepare to store paint and flammable supplies in a covered storage area designated for "Flammable Storage."
    - (1) Place the total quantities of each within the storage area.
    - (2) Pallets or dunnage will be used to segregate containers in piles.
    - (3) Storage arrangements will comply with table 5-5, DOD Regulation 4145.19-R-1.
  - b. Prepare to store compressed gases (used for welding).
    - (1) Identify cylinders by color code of noun IAW MIL STD-101.
    - (2) Tag or label all filled cylinders with stock numbers. One for the type gas and one for the cylinder.
    - (3) Tag empty cylinder with "MT" to designate "empty".
  - c. Comply with handling procedures for movement of cylinders.
    - (1) Move cylinders by using a suitable hand truck.
    - (2) Move cylinders by tilting and rolling when suitable hand trucks are not available.
    - (3) Cylinder will not be lifted by the valve protection cap.
    - (4) Cylinder will not be lifted by the cranes or mechanical proper containers, racks and cradles.
    - (5) Cylinder will not be lifted with rope, chain slings or electromagnets.
    - (6) Cylinder will not be used as a roller, support or for any purpose other than for containing compressed gases.
  - d. Apply precautionary measures to avoid damage or loss to supplies.
    - (1) Open flame devices will not be used in the flammable storage area. No smoking rule will be rigidly enforced.
    - (2) Place fire extinguishers by required type in flammable storage area.
    - (3) Roll paint drums stored horizontally every 90 days.
10. Determine method of obtaining relief from responsibility for "damaged property" IAW AR 735-5, paragraph 12-1c (5) and Table 12-1.
  - a. Process a relief document for damaged organizational clothing and individual equipment (OCIE) when there is no negligence and item costs less than \$100 IAW AR 735-5, paragraph 14-25, b (2), page 66. Prepare a "damage memorandum" stating the cause of the damage for the unit commander's approval IAW AR 735-5, Paragraph 14-25,b (2), page 66.
  - b. Process a relief document for damaged property when there is no negligence and items cost less than \$200. Prepare a "damage memorandum" stating the cause of the damage for the unit commander's approval and attach it to the maintenance request or turn-in document.
  - c. Process a relief document for damaged property when there is no negligence and the item costs more than \$200. Prepare a "damage memorandum" for the approving authority's designated representative; he or she will enter "concur" on the statement and will include the signature of the approving authority or designated representative. In no case will the unit commander be a designated representative for reviewing damage statement when the cost for repair of the damage item is equal to or exceeds \$200.
  - d. Process a relief document for any item when a person admits liability and the amount is less than one month's pay, IAW AR 735-5 paragraph 14-25b (1), page 66. Prepare a statement of charges/cash collection voucher.
  - e. Process a relief document for any item when a person admits liability and the amount is less than one month's pay, IAW AR 735-5, paragraph 14-25, b (1) (b). Prepare and process a report of survey for the damaged property.
  - f. Process a relief document for any item when a person does not admit liability or negligence IAW AR 735-5, paragraph 13-2, a (1). Prepare and process a report of survey for the damaged property.

## Performance Steps

11. Determine method of relief from responsibility for "lost or destroyed property" IAW AR 735-5, Chapter 12, paragraph 12-1, c (5), Table 12-2; and AR 15-6, Chapter 3 through 5; and AR 190-11, paragraph 2-9, page 5.
  - a. Process a relief document for any item (except sensitive items) when a person admits liability and the amount is less than one month's pay, IAW AR 735-5, paragraph 12-2, c, page 17. Prepare a statement of charges/cash collection voucher.
  - b. Process a relief document for any lost or destroyed item that requires a Report of Survey (RS) or AR 15-6 investigation are as follows IAW AR 15-6, Chapter 3-5.
    - (1) Prepare DA Form 4697 for sensitive items when an investigation is required under AR 15-6 for those items so designated IAW AR 190-11, appendix E.
    - (2) Prepare a DA Form 4697 when directed by higher authority or by DA directive IAW AR 735-5 chapter 13, paragraph 13-2 (8).
    - (3) Prepare a DA Form 4697 when the loss was discovered through inventory on a change of accountable officer and when individual does not make voluntary reimbursement to the government, IAW AR 735-5 paragraph 13-2, a (2).
    - (4) Prepare a DA Form 4697 for household furnishings and damage of government family housing units when amount is more than one month's pay, IAW AR 735-5 paragraph 13-2, a (4).
    - (5) Prepare a DA Form 4697 for item when a person admits liability but the amount is more than one month's pay.
    - (6) Prepare a DA Form 4697 for item when negligence is suspected but person does not admit liability and when the person refuses to sign DD Form 362, IAW AR 735-5 Table 12-2.
    - (7) Prepare a DA Form 4697 when bulk petroleum loss exceeds allowable loss and is over \$500 IAW AR 735-5 paragraph 13-2, a (5).
12. Determine method of obtaining relief from responsibility for "damaged, lost, or destroyed items under special situations" IAW AR 735-5, Table 12-2; AR 710-2, paragraph 2-35, page 28; and AR 700-84, paragraph 5-4, page 11.
  - a. Process a relief document for bulk petroleum item when loss exceeds allowable loss and is less than \$500, IAW AR 735-5, paragraph 2-35, page 28.
    - (1) Perform causative research.
    - (2) File a copy of the report with the Monthly Bulk Petroleum Accounting Summary Report as a supporting document.
  - b. Process a relief document for hand tools authorized to a unit when liability is admitted IAW AR 735-5, paragraph 12-26, page 18. Prepare a DD Form 362.
  - c. Process a relief document for items lost in laundry IAW AR 735-5, Table 12-2, page 19.
    - (1) Prepare DA Form 3078, Personal Clothing Request.
    - (2) Prepare a property issue slip listing the items lost.
    - (3) Prepare a monthly report of survey for all articles reissued or for credit given.
  - d. Process a DA Form 4697 for items lost resulting from fire, theft or disaster IAW AR 735-5, Table 12-19.
  - e. Process a memorandum for items destroyed because of infection. List items on the memorandum and identify the officer who directed destruction.
  - f. Process a memorandum for unsafe items due to age, i.e., drugs, ammunition, parachutes, or chemicals IAW AR 735-5, Table 12-2, page 19.
    - (1) Prepare turn-in document IAW AR 710-2.
    - (2) Reference information on age is published in army supply bulletins, otherwise use DA Form 4697.
  - g. Process a memorandum for abandoned items, i.e., combat contingency, or large scale field maneuvers, IAW AR 735-5, Table 12-2, page 19. Prepare written orders to abandon, signed by the installation or division commander, to serve as a property adjustment voucher. If the commander declines to approve the order, prepare DA Form 4697.

**Performance Steps**

- h. Process a relief document for items abandoned for reasons of health, safety, expense, difficulty to maintain, or handling IAW AR 735-5, Table 12-2, page 19. Submit an abandonment order to installation or division commander and then use as property adjustment voucher.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Determined the requirements to manage property administration.	—	—
a. Reviewed guidance to manage property administration in units IAW AR 710-2, Inventory Management Supply Policy below the Wholesale Level.		
b. Reviewed administrative procedures as outlined in DA Pam 710-2 and local SOP to manage property administration.		
2. Established property administration in a unit.	—	—
a. Ensured personnel use the correct property authorization documents.		
b. Ensured personnel maintain the automated property listings.		
c. Ensured personnel prepare and maintain hand receipts using correct procedures.		
d. Ensured procedures for request and receipt of supplies and logistical services is followed.		
e. Ensured supply personnel comply with policies in issuing, storing, turning in supplies and equipment.		
f. Established and maintain document registers.		
g. Conducted reconciliation procedures with Supply Support Activity.		
h. Established supply and equipment inventory control functions.		
i. Established and maintained supply files.		
j. Supervised unit budget operations.		
3. Maintained property administration in a unit by apply the Command Supply Discipline Program procedures.	—	—
a. Applied Administrative action		
b. Trained personnel		
c. Re-inspected areas		
4. Stored Class I meal ready to eat (MRE) IAW DOD Regulation 4145.19.R-1 Chapter 5, Section V.	—	—
a. Prepared to store supplies.		
b. Stored MREs using indoor/covered storage.		
c. Took precautionary measures to avoid loss or damage to supplies.		
5. Stored Class II expendable supplies IAW DOD Regulation 4145.19-R-1 Chapter 3, Section 3.	—	—
a. Prepared to store supplies.		
b. Stored Class II expendable supplies.		
c. Took precautionary measures to avoid loss or damage to supplies.		
6. Stored Class IIIP petroleum products IAW DOD Regulation 4145.19-R-1 Chapter 5, Section 7.	—	—
a. Prepared to store supplies.		
b. Stored Class IIIP petroleum products.		
c. Took precautionary measures to avoid loss or damage to supplies or environment.		
7. Stored Class IV expendable supplies IAW DOD Regulation 4145.19-R-1 Chapter 5, Section 5.	—	—
a. Prepared to store supplies.		
b. Took precautionary measures to avoid loss or damage to supplies.		

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
<p>8. Stored Class V ammunition in the unit's arms room, IAW AR 190-11 and DOD Regulation 4145.19-R-1.</p> <ul style="list-style-type: none"> <li>a. Prepared to store supplies.</li> <li>b. Placed the ammunition on pallets.</li> <li>c. Took precautionary measures to avoid loss or damage to supplies.</li> </ul>	_____	_____
<p>9. Stored paints, cylinders, and flammable supplies IAW DOD Regulation 4145.19-R-1, paragraph 5-404.</p> <ul style="list-style-type: none"> <li>a. Prepared to store paint and flammable supplies in a covered storage area designated for "Flammable Storage."</li> <li>b. Prepared to store compressed gases (used for welding).</li> <li>c. Followed handling procedures for movement of cylinders.</li> <li>d. Took precautionary measures to avoid damage or loss to supplies.</li> </ul>	_____	_____
<p>10. Determined method of obtaining relief from responsibility for "damaged property" IAW AR 735-5, paragraph 12-1c (5) and Table 12-1.</p> <ul style="list-style-type: none"> <li>a. Processed a relief document for damaged organizational clothing and individual equipment (OCIE) when there is no negligence and item costs less than \$100 IAW AR 735-5, Paragraph 14-25, b (2), page 66. Prepare a "damage memorandum" stating the cause of the damage for the unit commander's approval IAW AR 735-5, paragraph 14-25, b (2), page 66.</li> <li>b. Processed a relief document for damaged property when there is no negligence and items costs less than \$200. Prepare a "damage memorandum" stating the cause of the damage for the unit commander's approval and attach it to the maintenance request or turn-in document.</li> <li>c. Processed a relief document for damaged property when there is no negligence and the item costs more than \$200. Prepare a "damage memorandum" for the approving authority's designated representative; he or she will enter "concur" on the statement and will include the signature of the approving authority or designated representative. In no case will the unit commander be a designated representative for reviewing damage statement when the cost for repair of the damage item is equal to or exceeds \$200.</li> <li>d. Processed a relief document for any item when a person admits liability ant the amount is less than one month's pay, IAW AR 735-5 paragraph 14-25, b (1), page 66. Prepare a statement of charges/cash collection voucher.</li> <li>e. Processed a relief document for any item when a person admits liability and the amount is more than one month's pay, IAW AR 735-5, paragraph 14-25, b (1) (b). Prepare and process a report of survey for the damaged property.</li> <li>f. Processed a relief document for any item when a person does not admit liability or negligence IAW AR 735-5, paragraph 13-2, a (1). Prepare and process a report of survey for the damaged property.</li> </ul>	_____	_____
<p>11. Determined method of relief from responsibility for "lost or destroyed property" IAW AR 735-5, Chapter 12, paragraph 12-1, c (5), Table 12-2; and AR 15-6, Chapter 3 through 5; and AR 190-11, paragraph 2-9, page 5.</p> <ul style="list-style-type: none"> <li>a. Processed a relief document for any item (except sensitive items) when a person admits liability and the amount is less than one month's pay, IAW AR 735-5, paragraph 12-2, c, page 17. Prepare a statement of charges/cash collection voucher.</li> <li>b. Processed a relief document for any lost or destroyed item that requires a Report of Survey (RS) or AR 15-6 investigation are as follows IAW AR 15-6, Chapter 3 through 5.</li> </ul>	_____	_____



**Performance Measures**

**GO**      **NO GO**

\_\_\_\_\_      \_\_\_\_\_

12. Determined method of obtaining relief from responsibility for "damaged, lost or destroyed items under special situations" IAW AR 735-5, Table 12-2, paragraph 2-35, page 28; and AR 700-84, paragraph 5-4, page 11.
  - a. Processed a relief document for bulk petroleum item when loss exceeds allowable loss and is less than \$500, IAW AR 735-5, paragraph 2-35, page 28.
  - b. Processed a relief document for hand tools authorized to a unit when liability is admitted IAW AR 735-5, paragraph 12-26, page 18. Prepare a DD Form 362.
  - c. Processed a relief document for items lost in laundry IAW AR 735-5 Table 12-2, page 19.
  - d. Processed a DA Form 4697 for items lost resulting from fire, theft or disaster IAW AR 735-5, Table 12-2, page 19.
  - e. Processed a memorandum for items destroyed because of infection. List items on the memorandum and identify the officer who directed destruction.
  - f. Processed a memorandum for unsafe items due to age, i.e., drugs, ammunition, parachutes, or chemicals IAW AR 735-5, Table 12-2, page 19.
  - g. Processed a memorandum for abandoned items, i.e., combat contingency, or large scale field maneuvers, IAW AR 735-5, Table 12-2, page 19. Prepare written orders to abandon, signed by the installation or division commander, to serve as a property adjustment voucher. If the commander declines to approve the order, prepare DA Form 4697.
  - h. Processed a relief document for items abandoned for reasons of health, safety, expense, difficulty to maintain or handling IAW AR 735-5, Table 12-2, page 19. Submit an abandonment order to installation or division commander and then use as property adjustment voucher.

**References**

**Required**

AR 190-11  
 AR 25-400-2  
 AR 710-2  
 AR 735-5  
 DA PAM 25-30  
 DA PAM 710-2-1

**Related**

AR 190-11  
 AR 25-400-2  
 AR 710-2  
 AR 735-5  
 DA PAM 25-30  
 DA PAM 710-2-1

**Inspect Equipment for Accountability, Cleanliness, and Serviceability**  
**101-92Y-0006**

**Conditions:** Given the requirement to inspect equipment, a piece of equipment, DA Pam 25-30 and the appropriate supply publications and forms.

**Standards:** Ensure all equipment is inspected, accounted for IAW AR 710-2, AR 735-5, DA PAM 710-2-1, and applicable equipment publications.

**Performance Steps**

1. Determine applicable publications.
  - a. Review DA Pam 25-30.
  - b. Ensure that the most current supply catalogs, component list, technical manuals and other related publication are used during inventory/inspection.
2. Conduct inspection of equipment.
  - a. Accountability.
    - (1) Check end items for completeness.
    - (2) Use the proper technical manual or supply catalog to identify components.
    - (3) Make sure that component shortages are listed on hand receipt shortage annexes.
    - (4) Check the document register to make sure component shortages are on request.
    - (5) Make a list of component shortages that are not listed on hand receipt shortage annexes.
    - (6) Make a list of component overages.
    - (7) Check serial numbers.
    - (8) List serial number differences.
  - b. Serviceability.
    - (1) Conduct a visual check of the condition of the item.
    - (2) List any damaged property.
    - (3) Report damaged items.
3. Take corrective action.
  - a. Report differences pertaining to property book items to the PBO.
  - b. Report damaged equipment to unit maintenance personnel.

**Performance Measures**

	<u><b>GO</b></u>	<u><b>NO GO</b></u>
1. Determined applicable publications.	_____	_____
a. Reviewed DA Pam 25-30		
b. Ensured that the most current supply catalogs, component list, technical manuals and other related publication are used during inventory/inspection.		
2. Conducted inspection of equipment.	_____	_____
a. Accountability.		
b. Serviceability.		
3. Took corrective action.	_____	_____
a. Report differences pertaining to property book items to the PBO.		
b. Report damaged equipment to unit maintenance personnel.		

**References**

**Required**

AR 710-2  
 AR 735-5  
 DA PAM 25-30  
 DA PAM 710-2-1

**Related**

AR 710-2  
 AR 735-5  
 DA PAM 25-30  
 DA PAM 710-2-1

Subject Area 27: Risk Management

**Employ Accident Prevention Measures and Risk Management Process  
850-001-2000**

**Conditions:** As a small unit leader, given a mission or task, in a garrison or tactical environment.

**Standards:** Made an oral or written report that correctly identified the hazards associated with the mission or task, the level of risk for each identified hazard, and the initial overall level of risk.

**Performance Steps**

1. Identify the hazards.
  - a. List the hazards associated with the mission or task.
  - b. Determine which hazards need to be risk-managed.
2. Assess the hazards to determine their impact on the mission or task.
  - a. Determine the level of risk for each hazard.
  - b. Determine the initial overall level of risk for the mission or task.

**Evaluation Preparation:** Setup: To evaluate this task you need an assigned mission or task which may be in the form of an operations order (OPORD), fragmentary order (FRAGO), warning order, patrol order, training task, etc.

Brief Soldier: Tell the soldier to do a risk assessment for the assigned mission or task.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Identified all the hazards associated with the mission or task (a minimum of one, depending on the mission or task)	—	—
2. Determined the level of risk (E,H,M,L) for each hazard	—	—
3. Determined the initial overall level of risk for the mission or task	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

**References**

**Required**  
FM 100-14  
FM 101-5

**Related**

Subject Area 28: Administration/Management

**Recommend Individual for Award**

**805C-PAD-2044**

**Conditions:** Given opportunity to observe or evaluate performance of subordinates or observe an act of an individual which warrants recognition, and access to AR 600-8-22 and DA Form 638, pen and/or computer with authorized software

**Standards:** Prepared a DA Form 638, include personal data, recommended award and justification (achievement) entered in bullet format. Forwarded the DA Form 638 to the commander of the individual.

**Performance Steps**

1. Determine if soldier's performance or action merits an award.
2. Determine the type of award merited.
  - a. Review authorized awards.
  - b. Compare performance or act against award criterion.
3. Determine criteria for submitting award recommendations.
  - a. Identify time limitations for submitting awards.
  - b. Identify period of award.
  - c. Identify service vs achievement.
  - d. Identify duplication of awards.
  - e. Identify Interim awards.
  - f. Identify rules for recognition upon retirement.
  - g. Identify approving authorities.
4. Prepare the award recommendation, DA Form 638.
  - a. Complete personal data on soldier.
  - b. Specify type and level of award.
  - c. Enter period of award.
  - d. Enter supporting comments in block 20.
5. Sign DA Form 638 in the appropriate block.
6. Forward DA Form 638 to the commander of the individual.

**Evaluation Preparation:** Setup: To evaluate this task gather the items listed in the Conditions statement. Provide the soldier with sufficient information to prepare the personal data, type of award, and justification/achievement. (Note: If your command directs use of FormFlow or another forms software, have the computer and printer available.)

Brief Soldier: Tell the soldiers he/she will be evaluated on his/her ability to recommend an Individual for Award.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Determined if soldier's performance or action merits an award.	_____	_____
2. Determined the type award merited.	_____	_____
3. Determined criteria for submitting award recommendation.	_____	_____
a. Identified time limitations for submitting awards.		
b. Identified period of award.		
c. Identified service vs achievement.		

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
d. Identified duplication of awards.		
e. Identified Interim awards.		
f. Identified rules for recognition upon retirement.		
g. Identified recommendation official.		
h. Identified approving authorities.		
4. Prepared the award recommendation.	—	—
a. Completed personal data on soldier.		
b. Specified type and level of award.		
c. Entered period of award.		
d. Entered supporting comments in block 20.		
5. Signed DA Form 638 in the appropriate block.	—	—
6. Forwarded DA Form 638 to the commander of the individual.	—	—

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measure failed. The soldier must score a GO on all performance measures to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**

- AR 600-8-22
- DA FORM 638
- SOFTWARE-FMFLO
- SOFTWARE-OFFICE
- SOFTWARE-WINDOWS

**Related**

**Counsel a Soldier on the Contents of a Noncommissioned Officer Evaluation Report and NCOER Checklist**  
**805C-PAD-2145**

**Conditions:** You are a section leader, given soldiers, mission statement or function manual, job descriptions, DA Forms 2166-8 and 2166-8-1, and AR 623-205.

**Standards:** Conducted initial performance counseling within 30 days of the NCO's assignment, conducted quarterly performance counseling thereafter, or as performance warrants. Maintained counseling record on DA Form 2166-8-1.

**Performance Steps**

1. Determine type of counseling, (e.g. initial, quarterly, or as required).
2. Gather support material
  - a. Gather forms required.
  - b. Determine duty descriptions
  - c. Determine mission statement
  - d. Obtain function manual
  - e. Determine areas of special emphasis
3. Schedule counseling.
  - a. Allot time for soldier to prepare
  - b. Select site.
  - c. Notify individual.
4. Prepare for counseling.
  - a. Review DA Form 2166-8-1 and related documents.
  - b. Prepare counseling outline.
5. Conduct counseling.
  - a. Provide individual assessment of his/her performance, if applicable.
  - b. Solicit input from individual.
  - c. Provide the meaning of each value/responsibility on DA Form 2166-8.
  - d. Provide specific examples of excellence.
  - e. Determine future counseling sessions.
  - f. Obtain rated NCO's initials.

**Evaluation Preparation:** Setup: To evaluate this task, provide the soldier DA Form 2166-8, DA Form 2166-8-1, personal data sheet, job description (duties clearly stated), rating scheme, a scenario that specifies special areas of emphasis, and AR 623-205. Have the soldier prepare the forms for an initial counseling to include personnel administrative data, listing of duty description, and special area of concern.

**Brief Soldier:** Tell the soldier he/she will be evaluated on his/her ability to conduct performance counseling on an NCOER. You prepare the forms for an initial counseling to include personnel administrative data, listing of duty description, and special area of concern.

**Performance Measures**

- |                                   | <u>GO</u> | <u>NO GO</u> |
|-----------------------------------|-----------|--------------|
| 1. Determined type of counseling. | _____     | _____        |
| 2. Gathered support material.     | _____     | _____        |
| a. Gathered forms required.       |           |              |
| b. Determined duty description.   |           |              |
| c. Determined mission statement   |           |              |

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
d. Obtained function manual		
e. Determined areas of special emphasis		
3. Scheduled counseling.	—	—
a. Allotted time for soldier to prepare		
b. Selected site.		
c. Notified individual.		
4. Prepared for the counseling.	—	—
a. Reviewed DA Form 2166-8-1 and related documents.		
b. Prepared counseling outline.		
5. Conducted counseling.	—	—
a. Provided individual assessment of his/her performance.		
b. Solicited input from individual.		
c. Provided the meaning of each value/responsibility on DA Form 2166-7.		
d. Provided specific examples of excellence.		
e. Determined future counseling sessions.		
f. Obtained rated NCO's initials.		

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measure failed. The soldier must score a GO on performance measures 2 and 4 to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

#### References

##### Required

AR 623-205

DA FORM 2166-8-1

##### Related

FM 22-100

**Prepare the Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)  
805C-PAD-2146**

**Conditions:** You are a section leader and must rate one of your subordinate NCOs. You are given a DA Forms 2166-8 and 2166-8-1, AR 623-205, current rating scheme, paper and pen/pencil, and computer with authorized software.

**Standards:** Completed all elements of the Rater's portion of the NCOER without error.

**Performance Steps**

1. Determine type of report.
2. Determine if eligible to render report.
3. Review Soldier's Counseling work sheet, DA Form 2166-8-1.
4. Verify Part I (Administrative Data) of DA Form 2166-8 (NCOER) with rated NCO.
  - a. Verify Name
  - b. Verify SSN
  - c. Verify Rank
  - d. Verify Date of Rank
  - e. Verify PMOSC
  - f. Verify Unit, Organization, Station, Zip Code, or APO, Major Command
  - g. Verify Reason for Submission
  - h. Verify Period covered
  - i. Verify Rated months
  - j. Verify Non-rated Codes
  - k. Verify number of enclosures
5. Verify Part II (Authentication) of NCOER with rated NCO.
  - a. Verify name of Rater (include Rater's AKO email address), SSN, Rank, PMOSC/Branch, Organization, Duty Assignment
  - b. Verify name of Senior Rater (include Senior Rater's AKO email address), SSN, Rank, PMOSC/Branch, Organization, Duty Assignment
  - c. Verify name of Reviewer (include Reviewer's AKO email address), SSN, Rank, PMOSC/Branch, Organization, Duty Assignment
6. Complete Part III (Duty Description) of NCOER.
  - a. Enter Principal Duty Title
  - b. Enter Duty MOSC
  - c. Enter Daily Duties and Scope
  - d. Enter Areas of Special Emphasis
  - e. Enter Appointed Duties
  - f. Enter Counseling Dates from checklist/record
7. Complete Part IV (Values/NCO responsibilities) of NCOER.
  - a. Enter Values
  - b. Enter Competence
  - c. Enter Physical Fitness & Military Bearing
  - d. Enter Leadership
  - e. Enter Training
  - f. Enter Responsibility & Accountability
8. Complete Part V (Overall performance and potential) of NCOER.
  - a. Enter an X in the appropriate block
  - b. List up to three future duty positions



**Performance Steps**

9. Sign Part II of the NCOER.
10. Forward NCOER to Senior Rater.

**Evaluation Preparation:** Setup: To evaluate this task, gather DA Forms 2166-8 and 2166-8-1, AR 623-205, current rating scheme, paper and pen/pencil, computer with authorized software and a printer. Give the soldier a scenario that provides all the information needed to complete the task performance steps.

**Brief Soldier:** Tell the soldiers he/she will be evaluated on his/her ability to prepare the rater's portion of a Noncommissioned Officer Evaluation Report (NCOER).

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Determined type of report.	—	—
2. Determined if eligible to render report.	—	—
3. Reviewed soldier's Counseling worksheet DA Form 2166-8-1	—	—
4. Verified Part I, Administrative Data, DA Form 2166-8 (NCOER) with rated NCO.	—	—
a. Verified Name		
b. Verified SSN		
c. Verified Rank		
d. Verified Date of Rank		
e. Verified PMOSC		
f. Verified Unit, Organization., Station, Zip code, or APO, Major Command		
g. Verified Reason for Submission		
h. Verified Period Covered		
i. Verified Rated Months		
j. Verified Non-rated Codes		
k. Verified number of enclosures		
5. Verified Part II, Authentication entries on NCOER with rated NCO.	—	—
a. Verified Name of Rater (included Rater's AKO email address), SSN, Rank, PMOSC/Branch, Organization, Duty Assignment		
b. Verified Name of Senior Rater (included Senior Rater's AKO email address), SSN, Rank, PMOSC/Branch, Organization, Duty Assignment		
c. Verified Name of Reviewer (included Reviewer's AKO email address), SSN, Rank, PMOSC/Branch, Organization, Duty Assignment		
6. Completed Part III, Duty Description, of NCOER.	—	—
a. Entered Principal Duty Title		
b. Entered Duty MOSC		
c. Entered Daily Duties and Scope		
d. Entered Areas of Special Emphasis		
e. Entered Appointed Duties		
f. Entered Counseling dates from checklist/record		
7. Completed Part IV, values/NCO responsibilities, of the NCOER.	—	—
a. Entered Values		
b. Entered Competence		
c. Entered Physical Fitness & Military Bearing		
d. Entered Leadership		
e. Entered Training		
f. Entered Responsibility & Accountability		
8. Completed Part V, Overall performance and potential of the NCOER.	—	—

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
a. Entered an X in the appropriate block		
b. Listed up to three future duty positions		
9. Signed Part II of the NCOER.	—	—
10. Forwarded NCOER to Senior Rater.	—	—

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measure failed. The soldier must score a GO on all of the performance measures to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**

AR 623-205  
DA FORM 2166-8  
DA FORM 2166-8-1  
SOFTWARE-FMFLO  
SOFTWARE-OFFICE  
SOFTWARE-WINDOWS

**Related**

SOFTWARE-FMFLO  
SOFTWARE-OFFICE  
SOFTWARE-WINDOWS

**Provide Input on Personnel Actions Affecting Subordinates**  
**805C-PAD-2402**

**Conditions:** You are a squad/section leader and must assess your subordinates and make recommendations as to actions, qualifications, potential, and experience for pertinent personnel actions.

**Standards:** Determined soldier's eligibility and potential for promotion, assignments, education/training, and career. Counsel soldier on actions required to maintain or obtain eligibility for appropriate personnel action. Provided recommendation/input to commander on personnel action. Provided commander with any change in previous recommendation/input as required.

**Performance Steps**

1. Determine eligibility requirements for PV2-SPC
  - a. Assess eligibility and potential of assigned soldiers for promotion
  - b. Counsel soldier on actions required to maintain or obtain promotion eligibility
  - c. Submit recommendation/input through channels to the commander
2. Determine availability of professional/educational programs or courses
  - a. Determine eligibility requirements, training benefits, frequency, and how to schedule soldier for attendance
  - b. Assess eligibility and potential of assigned soldiers for attendance at professional/educational training course/programs
  - c. Counsel soldier on potential affects of attending professional/educational training courses/programs
  - d. Counsel soldier on actions required to be recommended for attendance
  - e. Submit recommendation/input through channels to the commander
3. Determine assignment eligibility
  - a. Determine eligibility requirements for reassignment or request for special assignment
  - b. Assess eligibility and potential of assigned soldiers for reassignment/special assignment
  - c. Counsel soldier on their eligibility for and the affect the assignment could have on their career
  - d. Submit recommendation/input through channels to the commander
4. Determine soldier's career potential
  - a. Assess soldier's current duty performance and potential for continued service
  - b. Counsel soldier on actions required to maintain or obtain eligibility for continued service
  - c. Counsel soldier on the possible long term affects that poor performance could have on his/her personal benefits and future
  - d. Submit recommendation/input through channels to the commander
5. Keep abreast of of changes in assigned soldiers eligibilities and potential
  - a. Determine changes in requirements and effect of new policies and programs on assigned soldiers
  - b. Inform soldiers when their performance has improved or fallen down
  - c. Submit change to previous recommendation/input when warranted through channels to the commander

**Evaluation Preparation:** Setup: To evaluate this task, prepare a scenario that provides information on the soldier(s) affected, the specifics of the personnel action(s) involved. Have soldier determine if the soldier meets eligibility requirements and has the potential for the personnel action, and to prepare their recommendation for the commander.

**Brief Soldier:** Tell the soldiers he/she will be evaluated on his/her ability to provide input on personnel actions (promotion, assignments, education/training, and career potential) affecting subordinate personnel.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO GO</b></u>
1. Determined eligibility requirements for PV2-SPC	_____	_____
a. Assessed eligibility and potential of assigned soldiers for promotion		
b. Counseled soldiers on actions required to maintain or obtain promotion eligibility		
c. Submitted recommendation/input through channels to the commander		
2. Determined availability of professional/educational programs or courses	_____	_____
a. Determined eligibility requirements, training benefits, frequency, and how to schedule soldier for attendance		
b. Assessed eligibility and potential of assigned soldiers for attendance at professional/educational training course/programs		
c. Counseled soldier on potential affects of attending professional/educational training courses/programs		
d. Counseled soldier on actions required to be recommended for attendance		
e. Submitted recommendation/input through channels to the commander		
3. Determined assignment eligibility	_____	_____
a. Determined eligibility requirements for reassignment or request for special assignment		
b. Assessed eligibility and potential of assigned soldiers for reassignment/special assignment		
c. Counseled soldiers on their eligibility for and the affect the assignment could have on their career		
d. Submitted recommendation/input through channels to the commander		
4. Determined soldier's career potential	_____	_____
a. Assessed soldier's current duty performance and potential for continued service		
b. Counseled soldiers on actions required to maintain or obtain eligibility for continued service		
c. Counseled soldier on the possible long term affects that poor performance could have on his/her personal benefits and future		
d. Submitted recommendation/input through channels to the commander		
5. Kept abreast of of changes in assigned soldiers eligibilities and potential	_____	_____
a. Determined changes in requirements and effect of new policies and programs on assigned soldiers		
b. Informed soldiers when their performance has improved or fallen down		
c. Submitted change to previous recommendation/input when warranted through channels to the commander		

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on all of the performance measures listed above to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**Recommend Disciplinary Action for a Soldier  
805C-PAD-2407**

**Conditions:** You are a squad/section leader. One of your soldiers has committed an act which may require disciplinary action based on violation of standards, conduct, breach of discipline, or insubordination. Given a computer with appropriate software, printer, ARs 25-50, 27-10, 600-8-2, 600-20, 601-280, 630-10 and 635-200.

**Standards:** Verified act occurred, determined if conduct was a violation, prepared and submitted recommendation.

**Performance Steps**

1. Verify that reported or observed act occurred.
  - a. Obtain written/sworn statements
  - b. Obtain blotter reports/counseling statements
2. Determine if conduct is in violation of standards, breach of discipline, or insubordination.
  - a. Gather all information.
  - b. Seek advice from legal representative (Unit Legal Clerk or JAG officer).
3. Prepare recommendation in memorandum or as required by local directive .
4. Submit recommendation to higher authority.

**Evaluation Preparation:** Setup: To evaluate this task give the soldier a scenario that would provide enough information to accomplish the performance steps. Provide access to a computer, printer and references for the soldier

Bief Soldier: Tell the soldiers he/she will be evaluated on his/her ability to recommend disciplinary action for a Soldier

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Verified that reported or observed act occurred.	—	—
a. Obtained written/sworn statements		
b. Obtained blotter reports/counseling statements		
2. Determined if conduct was in violation of standards, breach of discipline, or insubordination	—	—
a. Gathered all information		
b. Sought advice from legal representative (Unit Legal Clerk or JAG officer).		
3. Prepared and sent recommendation to higher authority for disciplinary action.	—	—

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on Performance steps 1 through 3 to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**  
AR 27-10  
AR 600-20  
AR 600-8-2  
AR 601-280

**Related**  
FM 22-100

STP 21-24-SMCT

**References**

**Required**

AR 630-10

AR 635-200

**Related**

**Maintain Accountability of Personnel (Status Report)  
805C-PAD-2461**

**Conditions:** You are a squad/section leader. Given a squad/section roster and DA Form 5367-R.

**Standards:** Status report accounted for all assigned/attached personnel.

**Performance Steps**

1. Verify the squad/section roster.
2. Prepare the Personnel Status Report (DA Form 5367-R).
  - a. Enter the Report Number
  - b. Enter the time the report was prepared
  - c. Enter the unit
  - d. Prepare the Personnel Daily Summary
    - (1) Enter the number of Authorized personnel that are commissioned, warranted and enlisted
    - (2) Enter the number of Assigned personnel that are commissioned, warranted and enlisted
    - (3) Enter the number of PDY that are commissioned, warranted and enlisted
    - (4) Enter the number of KIA that are commissioned, warranted and enlisted.
    - (5) Enter the number WIA that are commissioned, warranted and enlisted.
    - (6) Enter the number MIA that are commissioned, warranted and enlisted.
    - (7) Enter the number of NONBAT LOSSES that are commissioned, warranted and enlisted.
    - (8) Enter the number of total LOSSES that are commissioned, warranted and enlisted.
    - (9) Enter the GAINS that are commissioned, warranted and enlisted.
    - (10) Enter written comments in the Remarks Section.

**Evaluation Preparation:** Setup: To evaluate this task give the soldier a scenario that would require he/she to accomplish the performance measures. Provide the soldier a squad/section roster and DA Form 5346-R. The scenario should indicate changes in the status of assigned/attached soldiers. Have the soldier prepare a status report that accounts for all assigned/attached soldiers.

**Brief Soldier:** Tell the soldiers he/she will be evaluated on his/her ability to maintain accountability of assigned/attached personnel.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Verified the squad/section roster	_____	_____
2. Prepared the Personnel Status Report.	_____	_____
a. Entered the Report Number.		
b. Entered the time the report was prepared.		
c. Entered the Unit.		
d. Entered the Personnel Daily Summary.		
(1) Entered the number of Authorized personnel that are commissioned, warranted and enlisted.		
(2) Entered the number of Assigned personnel that are commissioned, warranted and enlisted.		
(3) Entered the number of PDY that are commissioned, warranted and enlisted.		
(4) Entered the number of KIA that are commissioned, warranted and enlisted.		
(5) Entered the number WIA that are commissioned, warranted and enlisted.		

**Performance Measures**

**GO**    **NO GO**

- (6) Entered the number MIA that are commissioned, warranted and enlisted.
- (7) Entered the number of NONBAT LOSSES that are commissioned, warranted and enlisted.
- (8) Entered the number of total LOSSES that are commissioned, warranted and enlisted.
- (9) Entered the GAINS that are commissioned, warranted and enlisted.
- (10) Entered written comments in the Remarks Section.

**Evaluation Guidance:** SCORING: Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on all of the performance measures listed above to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**

AR 600-8-101  
DA FORM 5367-R

**Related**



**Prepare a Duty Roster  
805C-PAD-2472**

**Conditions:** You are a squad/section leader. Given requirements to provide soldiers to perform additional duties on a recurring basis, DA Form 6 and AR 220-45.

**Standards:** Prepared a DA Form 6 (Duty Roster) for each duty requirement, list all eligible soldiers, post only days on which a detail is required.

**Performance Steps**

1. Determine the requirements of the duty.
  - a. Determine the period of the duty.
  - b. Determine the nature of the duty performed.
2. Determine personnel eligible.
  - a. Determine grade of individuals eligible for duty.
  - b. Determine special skills needed.
3. Prepare DA Form 6.
  - a. Prepare a separate form for each recurring duty.
  - b. Complete administrative data.
    - (1) Enter duty title.
    - (2) Enter start date.
    - (3) Enter month/day performed.
  - c. Enter soldiers eligible to perform duty.
  - d. Post numbers for day detail is required.
4. Select soldier(s) for duty
  - a. Notify individual.
  - b. Post duty roster.

**Evaluation Preparation:** Setup: To evaluate this task, give the soldier a scenario that would require the individual to prepare a duty roster, post numbers, and select individual to perform duty. Provide soldier with a section roster, DA Form 6, pencil, and AR 220-45.

Brief Solder: Tell the soldiers he/she will be evaluated on his/her ability to prepare a duty roster.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Determined the requirements of the duty.	_____	_____
a. Determined the period of the duty.		
b. Determined the nature of the duty performed.		
2. Determined personnel eligible.	_____	_____
a. Determined grade of individuals eligible for duty.		
b. Determined special skills needed.		
3. Prepared DA Form 6.	_____	_____
a. Prepared a separate form for each recurring duty.		
b. Completed administrative data.		
(1) Entered duty title.		
(2) Entered start date.		
(3) Entered month/day performed		
c. Entered soldiers eligible to perform duty.		
d. Posted numbers		
4. Selected soldier(s) for duty	_____	_____

**Performance Measures**

**GO   NO GO**

- a. Notified individual concerned.
- b. Posted duty roster.

**Evaluation Guidance:** Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on performance measures 1-3 to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**

AR 220-45  
DA FORM 6

**Related**

## Skill Level 3

## Subject Area 1: Individual Conduct and Laws of War

**Enforce the Equal Opportunity Program**  
**805C-PAD-3238**

**Conditions:** You are a unit/section leader responsible for the supervision of personnel. Personnel include both male and female and represent different races, colors, religions, and national origins. You have access to AR 27-10, AR 600-13, AR 600-20, DA Pam 350-20, DA Pam 600-26, DA Pam 600-75, DOD Dir 7050.6, Manual for Courts Martial and the Army and units' Equal Opportunity (EO) and Sexual Harassment policies.

**Standards:** Demonstrated personal behavior and leadership consistent with the Army's Equal Opportunity (EO) and Sexual Harassment policies. Enforced compliance with the Army's EO, Sexual Harassment and the Army's Extremist Activities policies.

**Performance Steps**

1. Act in accordance with the Army's EO and Sexual Harassment policies.
  - a. Demonstrate Army Values associated with EO.
    - (1) Display unquestionable loyalty.
    - (2) Follow your higher duty to the Army and the nation.
    - (3) Treat people as they should be treated.
    - (4) Live up to all the Army values.
  - b. Conform to the Army's Equal Opportunity and Sexual Harassment policies by avoiding:
    - (1) Making racial or sexual comments and/or gestures.
    - (2) Making national origin or religious comments/jokes/slurs.
    - (3) Displaying racist or sexually offensive visual materials.
    - (4) Making unsolicited and unwelcome sexual contact with fellow soldiers.
    - (5) Stereotyping fellow soldiers or make assumptions about their cultural background, race, religion, or beliefs.
    - (6) Using profanity or sexually oriented language.
    - (7) Discounting the religious beliefs of fellow soldiers.
    - (8) Belonging to extremist organizations or participate in extremist activities.
  - c. Demonstrate leadership consistent with EO and sexual harassment policies.
    - (1) Treat subordinate with dignity and respect.
    - (2) Treat subordinates fairly and equally.
    - (3) Recognize and respect subordinates' individual needs, aspirations and capabilities.
    - (4) Avoid discriminating against subordinates based on race, color, national origin, gender or religion.
    - (5) Avoid using language that demeans, excludes or offends subordinates.
2. Promote EO and interpersonal harmony within the unit.
  - a. Conduct assessments of the EO climate within the unit.
  - b. Promote interaction among soldiers of different races and genders.
  - c. Ensure subordinates respect the cultural background of fellow soldiers.
  - d. Ensure subordinates communicate openly and honestly with each other.
  - e. Consider support for EO when making recommendations for assignment, promotions, awards and reenlistment of soldiers.
  - f. Ensure subordinates understand Army and unit EO and Sexual Harassment policies and procedures.
    - (1) Ensure subordinates understand required standards of behavior.
    - (2) Counsel subordinates on legal and administrative repercussions of EO/sexual harassment violations.

**Performance Steps**

- (3) Ensure subordinates understand recommended techniques for dealing with sexual harassment.
  - (4) Ensure subordinates understand the EO and sexual harassment complaint process.
  - (5) Ensure subordinates know the identities and roles of the unit Equal Opportunity Representative and Equal Opportunity Advisor.
  - (6) Ensure subordinates understand the Army policy on extremist activities and organizations.
  - (7) Ensure subordinate leaders understand their responsibilities for enforcing EO and sexual harassment policies.
3. Promptly resolve EO and sexual harassment violations.
- a. Make on-the-spot corrections of subordinates whose behaviors are contrary to Army EO and sexual harassment policies.
    - (1) Correct soldiers using racial or sexually harassing nonverbal gestures.
    - (2) Correct soldiers displaying racial or sexually harassing verbal comments.
    - (3) Correct soldiers displaying racial or sexually harassing visual materials.
  - b. Act promptly to resolve EO and sexual harassment violations/Incidents.
    - (1) Conduct an evaluation of the violation/incident.
    - (2) Take prompt and effective action to preclude recurrence.
    - (3) Counsel soldiers who commit EO violations or who sexually harass.
    - (4) Inform the chain of command.
    - (5) Conduct follow-up assessment.
  - c. Assist in resolving formal EO and sexual harassment complaints within required timelines.
    - (1) Provide all required information to investigating personnel within established timelines.
    - (2) Implement required corrective actions and monitor results.
    - (3) Avoid allowing intimidation, harassment, or reprisal against soldiers for making complaints.
    - (4) Assist follow-up assessments of corrective actions.

**Evaluation Preparation:** Setup: This task can be tested in an administrative or field environment. Give the soldier a scenario that provides sufficient information to evaluate their knowledge of the Army's Equal Opportunity and Sexual Harassment polices, prohibited acts, and actions that should be taken if a violation occurred.

**Brief Soldier:** Inform soldier that they will be tested on their knowledge of the Army's Equal Opportunity and Sexual Harassment polices, prohibited acts, and actions that should be taken if a violation occurred.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Acted in accordance with the Army's EO and Sexual Harassment policies.	—	—
a. Demonstrated Army Values associated with EO.		
(1) Displayed unquestionable loyalty.		
(2) Followed your higher duty to the Army and the nation.		
(3) Treated people as they should be treated.		
(4) Lived up to all the Army values.		
b. Conformed to the Army's Equal Opportunity and Sexual Harassment policies.		
(1) Avoided making racial or sexual comments and/or gestures.		
(2) Avoided making national origin or religious comments/jokes/slurs.		
(3) Avoided displaying racist or sexually offensive visual materials.		
(4) Avoided making unsolicited and unwelcomed sexual contact with fellow soldiers.		
(5) Avoided stereotyping fellow soldiers or making assumptions about their cultural background, race, religion, or beliefs.		
(6) Avoided using profanity or sexually oriented language.		
(7) Avoided discounting the religious beliefs of fellow soldiers.		

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
<ul style="list-style-type: none"> <li>(8) Avoided belonging to extremist organizations or participate in extremist activities.</li> <li>c. Demonstrated leadership consistent with EO and sexual harassment policies.                             <ul style="list-style-type: none"> <li>(1) Treated subordinates with dignity and respect.</li> <li>(2) Treated subordinates fairly and equally.</li> <li>(3) Recognized and respected subordinates' individual needs, aspirations and capabilities.</li> <li>(4) Avoided discriminating against subordinates based on race, color, national origin, gender or religion.</li> <li>(5) Avoided using language that demeaned, excluded or offended subordinates.</li> </ul> </li> </ul>	<p>_____</p>	<p>_____</p>
<ul style="list-style-type: none"> <li>2. Promoted EO and interpersonal harmony within the unit.                             <ul style="list-style-type: none"> <li>a. Conducted assessments of the EO climate within the unit.</li> <li>b. Promoted interaction among soldiers of different races and genders.</li> <li>c. Considered support for EO when making recommendations for assignment, promotion, award, and reenlistment of soldiers.</li> <li>d. Ensured subordinates understand Army and unit EO and Sexual Harassment policies and procedures.</li> <li>e. Ensured subordinate leaders understand their responsibilities for enforcing EO and sexual harassment policies.</li> </ul> </li> </ul>	<p>_____</p>	<p>_____</p>
<ul style="list-style-type: none"> <li>3. Promptly resolved EO and sexual harassment violations.                             <ul style="list-style-type: none"> <li>a. Made on-the-spot corrections of subordinates whose behaviors were contrary to Army EO and Sexual Harassment policies.</li> <li>b. Acted promptly to resolve EO and sexual harassment violations/incidents.                                     <ul style="list-style-type: none"> <li>(1) Conducted an evaluation of the violation/incident.</li> <li>(2) Took prompt and effective action to preclude recurrence.</li> <li>(3) Counseled soldiers who committed EO violations or who sexually harassed.</li> <li>(4) Informed the chain of command.</li> <li>(5) Conducted follow-up assessment.</li> </ul> </li> <li>c. Assisted in resolving formal EO and sexual harassment complaints within required timelines.</li> <li>d. Avoided allowing intimidation, harassment, or reprisal against for making complaints.</li> </ul> </li> </ul>	<p>_____</p>	<p>_____</p>

**Evaluation Guidance:** Score the soldier GO for each performance measure accomplished. Score the soldier NOGO for each performance measure not accomplished. Soldier must receive a GO on all performance measures to receive a GO for the task. If the soldier receive a NOGO, show the soldier the performance measures he/she missed.

**References**

<b>Required</b>	<b>Related</b>
AR 600-13	
AR 600-20	
DA PAM 350-20	
DA PAM 600-26	
DODDIR 7050.6	
MANUAL-MCM	

Subject Area 4: Survive [Combat Techniques]

**Supervise Minefield Breaching Operations**

**052-192-4053**

**Conditions:** As a soldier, given Field Manual (FM) 3-34.2, a combat engineer platoon, organic equipment, explosives, and an operations order (OPORD) with detailed obstacle intelligence (OBSTINTEL) requiring your platoon to conduct breaching operations.

**Standards:** Supervise minefield breaching operations. Create a safe lane through the minefield so that the maneuver force can maintain its momentum without causing mine casualties to personnel and equipment.

**Performance Steps**

1. Conduct troop-leading procedures.
  - a. Receive the mission.
    - (1) Obtain the number of breach lanes required.
    - (2) Obtain security, suppression, obscuration, and assault plans for the minefield breach.
    - (3) Conduct a back brief to the commander and request the required resources.
  - b. Issue the platoon warning order (WO).
  - c. Make a tentative plan.
    - (1) Use OBSTINTEL and the mission analysis to develop a scheme of reduction.
    - (2) Task-organize the platoon.
    - (3) Develop subunit instructions for the breaching, marking, and security elements.
    - (4) Integrate maneuver unit suppression, security, obscuration support into the plan.
  - d. Initiate movement.
  - e. Conduct a reconnaissance.
    - (1) Identify the minefield's size and composition.
    - (2) Identify breach locations.
  - f. Complete the plan. Adjust the plan based on the information obtained during reconnaissance.
  - g. Issue the platoon OPORD.
    - (1) Brief the five-paragraph OPORD.
    - (2) Assign breaching, marking, and security tasks to subunits based on the scheme of reduction.
  - h. Supervise the plan.
    - (1) Supervise precombat inspections.
    - (2) Supervise rehearsals.

2. Supervise actions at the breach site.

NOTE: Breaching elements are normally located with the lead elements of the maneuver units. Usually, an engineer squad instead of an entire platoon performs in-stride breaches. In such cases, the platoon sergeant should supervise the most critical breach site, if possible.

- a. Coordinate with the maneuver element for suppression, security, and obscuration.
- b. Ensure that the platoon breaches the number of lanes specified in the OPORD.

NOTE: Breach lanes for personnel are 1 meter wide and breach lanes for vehicles are 4 meters wide.

- c. Ensure that the breach lanes are free of mines.
- d. Ensure that the breach lanes are marked according to FM 3-34.2.
- e. Notify the maneuver commander when the breach lanes are safe for traffic.

**Evaluation Preparation:** Setup: Provide the soldier with the items listed in the conditions.

Brief soldier: Tell the noncommissioned officer (NCO) to perform a minefield breaching operation.

**Performance Measures**

1. Conducted troop-leading procedures.
2. Supervised actions at the breach site.

**GO**    **NO GO**

\_\_\_\_\_

\_\_\_\_\_

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**  
FM 3-34.2

**Related**  
FM 20-32  
FM 5-10  
FM 5-100

## Conduct Occupation of an Assembly Area

071-410-0012

**Conditions:** As a platoon-sized unit leader, given a company commander's order to occupy a specific sector of a company assembly area and a map of the operational area.

**Standards:** Moved the unit to the location specified in the company order. Ensured preparation of the assigned sector was completed in the time specified in the order. Positioned elements, weapons, and observation posts in a manner that supported the company plan for occupation of the assembly area.

### Performance Steps

1. Conduct preparation for occupation of the assembly area (AA).
  - a. Perform the required troop-leading procedures (a series of eight interrelated, overlapping processes that are often accomplished concurrently and do not follow a rigid sequence). Use the procedures as outlined, if only in abbreviated form, to ensure that nothing is left out of planning and preparation and that soldiers understand the mission and prepare adequately.
    - (1) Receive the mission. Receive the company OPORD.
    - (2) Issue the warning order to subordinate leaders. Include location, special equipment required, and the earliest time for movement.
    - (3) Make a tentative plan for moving to and preparing the position based on the estimate of the situation and an analysis of METT-TC. Your plan must support the company plan for occupation of the AA.
    - (4) Start necessary movement. Movement may need to begin while you are still planning. This step could occur at any time during the troop-leading procedures.
    - (5) Reconnoiter the position and the route(s) to it. This may not be possible due to the situation. As a minimum, conduct a map reconnaissance to confirm or deny assumptions made during the estimate of the situation.
    - (6) Complete the plan.
    - (7) Issue the order to subordinate leaders. Use the standard OPORD format. As a minimum, the order should include:
      - (a) Situation.
      - (b) Mission and purpose for occupation of the AA.
      - (c) Each squad's position (left, right, center) in the platoon sector.
      - (d) Security plan (passwords, observation posts, percent of personnel on alert).
      - (e) Times for movement or occupation of the AA.
      - (f) Other pertinent information such as location of the command post, waste disposal, and environmental hazards.
    - (8) Supervise continuously.
  - b. Make necessary coordination with elements that will be attached to or adjacent to your position in the AA.
  - c. Provide platoon representatives for company quartering party as required. Instruct them to perform the following tasks or other tasks as required:
    - (1) Reconnoiter the AA to ensure it is clear of enemy.
    - (2) Establish initial security.
    - (3) Select initial positions for all platoon elements.
    - (4) Identify, clear, or mark obstacles in the platoon sector of the AA.
2. Direct platoon movement to designated platoon release point. Use appropriate movement techniques based on the terrain and the situation.
3. Prepare your sector of the AA in accordance with the company plan.
  - a. Link up with guides and move the platoon to its initial position.
  - b. Establish and maintain local security.
  - c. Assign squad sectors. Ensure sectors are mutually supporting and that all gaps are covered by fire and observation.



**Performance Steps**

- d. Designate observation post(s) locations and the elements responsible for establishing and maintaining them.
- e. Ensure communication is established within the platoon and company.
- f. Submit timely progress reports to company headquarters.
- g. Establish and enforce priority of work. The following is an example of work priority and may vary based on unit SOP, mission, or METT-TC:
  - (1) Position vehicles, crew-served weapons, and chemical-agent alarms, and designating PDF, FPL, and FPF.
  - (2) Construct fighting position.
  - (3) Set up wire communications.
  - (4) Prepare range cards.
  - (5) Distribute ammunition, rations, water, supplies, and special equipment.
  - (6) Conduct preventive maintenance checks and services on equipment.
  - (7) Inspect personnel and equipment.
  - (8) Rehearse critical aspects of the upcoming mission.
  - (9) Test small arms (if situation permits).
  - (10) Conduct personal hygiene and field sanitation.
  - (11) Institute a rest plan.
- h. Coordinate with adjacent units and others as required.
  - (1) Coordinate for security patrols (if applicable).
  - (2) Establish responsibility for overlapping enemy avenues of approach between adjacent units.
  - (3) Ensure no gaps are between elements.
  - (4) Exchange information on OP locations and unit signals.
  - (5) Coordinate for local counterattacks.
  - (6) Complete and forward a copy of the platoon sector sketch to company headquarters.

**Evaluation Preparation:** SETUP: This task should be evaluated during a field training exercise. Otherwise, assign an assembly area to be occupied and a quartering party that has accomplished its tasks according to the company and platoon SOP.

BRIEF SOLDIER: Issue an operation order for an operation requiring the occupation of an assembly area.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Conducted preparations for occupation of the AA.	—	—
2. Directed platoon movement to designated release point. Used appropriate movement technique based on terrain and situation.	—	—
3. Prepared assigned sector of AA IAW company plan.	—	—

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

**References**

**Required**

**Related**

- FM 7-7
- FM 7-7J
- FM 7-8

**Conduct a Movement to Contact by a Platoon**

**071-420-0021**

**Conditions:** In a combat environment, given a platoon and a mission requiring movement to contact.

**Standards:** 1. Developed a plan that included objectives, routes, key terrain, fire support, formations, and other required control measures.

2. Included in the preparations the cleaning and test firing of weapons, maintenance of vehicles and equipment, and the resupply of ammunition or needed equipment.

3. Made contact with the threat with the smallest possible element. Developed the situation by controlling movement and fires. Submitted situation reports as required.

**Performance Steps**

1. Receive and analyze the mission.

NOTE: A warning order should be issued to provide subordinate as much preparation time as possible.

2. Make a tentative plan.

3. Start preparations.

4. Conduct reconnaissance.

5. Finalize the plan.

NOTE: Preparation continues as the plan develops. New information is incorporated into preparations. The operation order is issued at the time and place specified in the warning order.

6. Continue preparations.

7. Request supplies.

8. Receive supplies.

9. Conduct rehearsals.

10. Conduct final inspection.

11. Control movement.

12. Control fires.

13. Report the contact to the company.

**Evaluation Preparation:** SETUP: At the test site, provide an area in which a movement to contact can be conducted. Test this task during a platoon or larger tactical exercise.

BRIEF SOLDIER: Tell the soldier that he is the leader of a platoon conducting a movement to contact and must react properly to enemy fire.

**Performance Measures**

1. Received and analyzed the mission.

<u>GO</u>	<u>NO GO</u>
—	—
—	—
—	—
—	—

2. Made a tentative plan.

3. Started the preparations.

4. Conducted the reconnaissance.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
5. Finalized the plan.	_____	_____
6. Continued preparations.	_____	_____
7. Requested supplies.	_____	_____
8. Received supplies.	_____	_____
9. Conducted rehearsals.	_____	_____
10. Conducted the final inspection.	_____	_____
11. Controlled movement.	_____	_____
12. Controlled fires.	_____	_____
13. Reported the contact to the company.	_____	_____

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

**References  
Required**

**Related**  
FM 7-7  
FM 7-7J  
FM 7-8

**Consolidate a Unit**  
**071-430-0028**

**Conditions:** Given a squad leader w/squad or platoon sergeant w/platoon or acting platoon leader defending as part of a larger unit; your element has just repelled an enemy assault.

**Standards:** Consolidated the unit (squad or platoon) in the defense following enemy contact.

**Performance Steps**

1. Once enemy resistance on the objective has ceased, the squad and platoon must quickly take the following steps to consolidate and prepare to defend against a counterattack:
  - a. Reestablish security if the observation post (OP) withdrew back to the defensive position, send them back out. If the OP did not return, they must be accounted for and returned.
  - b. Use snipers (if available) for targets of opportunity. They may be employed with the OP or at a vantage point on or behind the defensive positions.
  - c. Restore camouflage and improve fighting positions. Do not over-camouflage positions. If it was not found during the first assault, chances are it will not be found during the next counterattack.
  - d. Reestablish communications to higher and throughout the platoon and squad. Check wires to ensure it does not break during the attack. Change pyrotechnic signals for the enemy may have learned what they represent.
  - e. Replace obstacles, mines, and early warning devices (conduct only if the enemy withdraws far enough and time permits). This is a risky action, especially if the enemy has snipers. Soldiers must use caution when moving about. Request smoke to conceal their movement or have them wait until limited visibility.
  - f. Reposition fighting and weapons positions. If the squad or platoon have just repelled an attack, the enemy may have found some of the positions. Reposition those that have been compromised.
  - g. Reassign sectors of fire to ensure that all gaps caused by the evacuation of casualties are covered and that the firing positions remain mutually supporting.
  - h. Implement alert and sleep plans once all of the above have been accomplished and is feasible to the situation.

**Evaluation Preparation:** SETUP: Provide a squad or platoon in an established defensive position, simulated casualties, simulated EPWs, simulated destroyed crew-served weapons, blank ammunition, and a communication network.

BRIEF SOLDIER: This task should be conducted and evaluated in a realistic field environment using a realistic combat scenario.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Reestablished security throughout the squad and platoon's sector.	—	—
2. Used snipers (if available).	—	—
3. Restored camouflage and improved positions.	—	—
4. Reestablished communications.	—	—
5. Replaced obstacles, mines, and early warning devices.	—	—
6. Repositioned fighting and weapon positions.	—	—
7. Reassigned sectors of fire for the squad and platoon.	—	—
8. Implemented sleep and alert plans (if feasible).	—	—

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

**References**

**Required**  
FM 7-8

**Related**  
FM 23-90  
FM 7-10  
FM 7-7  
FM 7-7J

**Reorganize a Unit**  
**071-430-0029**

**Conditions:** Given a squad leader with squad, or platoon sergeant with platoon, or mortar section sergeant, or acting platoon leader defending as part of a larger unit; your element has just repelled an enemy assault.

**Standards:** Reorganized the unit (squad, platoon, or mortar section) in the defense following enemy contact.

**Performance Steps**

1. The platoon leader must plan the required reorganization of the platoon while defending (either deliberate or hasty). He must include his plan in the order to the squad leaders. The plan must be tentative and flexible and may be changed as the situation evolves. The leader's plan must be complete and detailed as possible.
2. Reorganize a unit:
  - a. Reestablish the chain of command; fill all key positions from the remaining element members and ensure the new chain of command is disseminated down to the last member of your element.
  - b. Evacuate the dead and seriously wounded according to your casualty evac plan; ensure all positions and sectors remain mutually supporting; check all sectors of fire after all casualties are evacuated to ensure all sectors are covered; If necessary, shift positions or reassign sectors to cover any gaps in your sector.
  - c. Redistribute or resupply ammunition, weapons, and fuel; ensure the squad leaders pass out additional ammunition (if available), or divide the remainder equally throughout the squad or platoon; conduct a quick inventory and submit a supply request to higher if necessary.
  - d. Ensure all enemy prisoners of war (EPWs), enemy material, and enemy information are collected, reported, and evacuated. (if possible)
  - e. Ensure all crew-served weapons are manned and positioned on likely avenues of approach.
  - f. Issue to higher, a LACE report to include:
    - (1) L - Liquid, how much water each soldier has left (canteens per).
    - (2) A - Ammunition, how much ammunition does the squad or platoon have per man (after redistribution).
    - (3) C - Casualties, how many casualties did the squad or platoon encounter.
    - (4) E - Equipment, how much special equipment does the squad and platoon have remaining.
3. For mortar section:
  - a. Reestablish section communications.
  - b. Reestablish the FDC

**Evaluation Preparation:** SETUP: Provide a squad or platoon in an established defensive position, simulated casualties, simulated EPWs, simulated destroyed crew-served weapons, blank ammunition, and a communication network.

**BRIEF SOLDIERS:** This task should be conducted and evaluated in a realistic field environment using a realistic combat scenario.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Reestablished and disseminated the chain of command.	_____	_____
2. Evacuated the dead and seriously wounded.	_____	_____
3. Ensured all positions remained mutually supporting.	_____	_____

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
4. Checked sectors of fire.	—	—
5. Redistributed or resupplied ammunition, weapons, and fuel if needed.	—	—
6. Ensured squad leaders and platoon sergeants passed out additional ammunition if available.	—	—
7. Ensured all EPWs were reported and evacuated ASAP.	—	—
8. Ensured all crew-served weapons are manned.	—	—
9. Issued a L-A-C-E report to higher.	—	—
10. Reestablished section communications (mortar section).	—	—
11. Reestablished the FDC (mortar section).	—	—

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

**References**

**Required**  
FM 7-8

**Related**  
FM 23-90  
FM 7-10  
FM 7-7  
FM 7-7J

Subject Area 5: Navigate

**Prepare an Operation Overlay**

**071-332-5000**

**Conditions:** Given a complete copy of the operation order (OPORD) that your unit is to execute, a commander's or a battalion operations officer's (S3) guidance (to include time available for preparation), overlay paper, tape, a map of the operational area, colored pencils (red, black, blue, green, and yellow), a No. 2 pencil, a coordinate scale, and FM 101-5-1.

**Standards:** Within the time specified, the overlay must--

1. Be identified by map reference data, effective date, and purpose.
2. Contained classification markings and downgrading instructions, if applicable.
3. Contained distribution instructions and authentication, if distributed separately.
4. Be prepared IAW overlay techniques outlined in FM 101-5-1.
5. Be prepared with boundaries and unit locations plotted to within 50 meters and tactics and fire support measures to within 25 meters.

**Performance Steps**

NOTE: Overlay techniques involve the use of military symbols to portray, in a condensed form, the plans, orders, and information concerning a military operation.

1. Registered the overlay.
  - a. Oriented the overlay material over the map area to the annotated portion and temporarily attach it to the map with the tape.
  - b. Traced the grid intersections nearest the opposite corners of the overlay and label each with the proper grid coordinates.
2. Plotted detail. Used colored pencils or markers in standard colors, when available, to plot any detail (FM 101-5-1); otherwise, plotted the activity to be shown with a pen or pencil that made a lasting mark without cutting the overlay. Used standard military symbols where possible. When nonstandard symbols were used, they were identified on the edge of the overlay. Showed only that detail with which the document were directly concerned. Used the following standard colors as indicated below.
  - a. Blue or black. Friendly units, installations, equipment, and activities.
  - b. Red. Enemy installations, equipment, and activities.
  - c. Yellow. Any areas of chemical, biological or radiological contamination.
  - d. Green. Any manmade obstacle.

NOTE. If only one color was available, enemy symbols were depicted with double lines.

3. Marked overlay's classification. The classification of the overlay is dependent upon classification of the information being used to prepare the overlay. Mark the top and bottom of the overlay with the classification.
4. Used the following overlay techniques.
  - a. Used solid and broken lines as indicated in the following sentences. When the location of a unit or installation or coordinating detail (for example, line of departure or boundary) is in effect and will continue, or is made effective by the order being prepared, the appropriate symbol is shown by solid lines. The symbol indicating any proposed or future location, or coordinating detail to become effective later, is shown by broken lines.
  - b. Indicated boundaries.
    - (1) Boundaries showed the areas of tactical responsibility. In the offense, these are referred to as zones of action. In the defense and retrograde, they were referred to as sectors of responsibility. When described orally, lateral boundaries were described from rear to front in the offense and from front to rear in the defense and retrograde.



**Performance Steps**

- (2) Rear boundaries were used when the area of responsibility for forward units must be precisely defined. When a rear boundary was not delineated, the rear limit of a unit's area of responsibility was determined by visualizing a rear boundary drawn generally parallel to the front, along a natural terrain feature, and connecting at the rearward limit of the unit's lateral boundaries.
- (3) Marked rear boundary as shown, the size indication along the boundary corresponds to the low unit. Arm or branch was shown when required to prevent confusion (Figure 1).

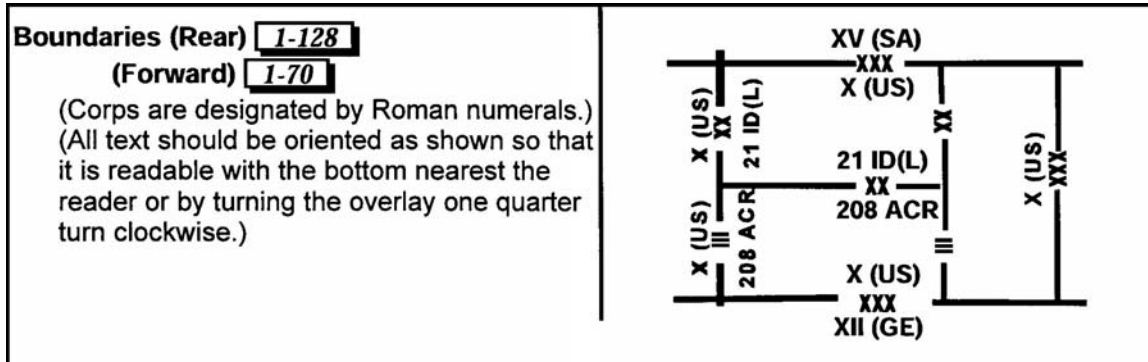


Figure 1. Rear boundary.

- (4) Drew boundaries were drawn along terrain features easily recognizable on the ground, and were situated, if possible, so that the key terrain features, avenues of approach, and river were wholly inclusive of the one unit. They are shown by a solid line if presently in effect or made effective by the order being prepared. Their use was based on the techniques and tactics peculiar to the type of tactical operation in which they were used.
- (5) Drew future or proposed boundaries were shown by a broken line and were labeled to indicate the effective time, if appropriate (Figure 2).

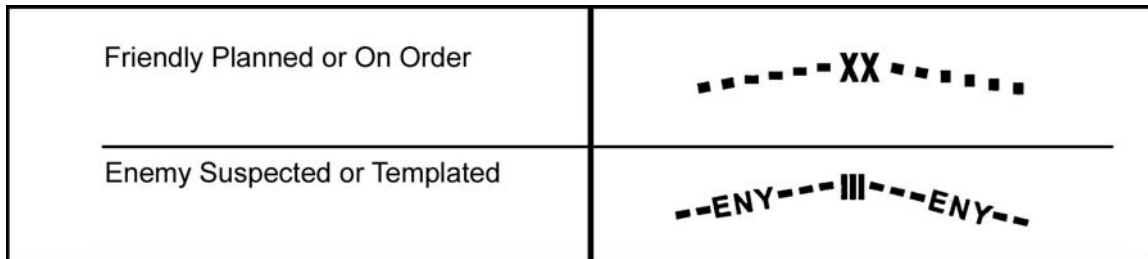


Figure 2. Proposed boundary.

- (6) Marked boundaries as follows: A symbol was placed on the boundary to show size and designation of the highest units that shared the boundary.
- (7) Showed units of unequal size, the symbols of the higher unit was shown and the designation of the lower was given completely to show its size. The boundary between the 52d Inf Diva and the 230th Inf Bde (Separate) is shown in Figure 3.

## Performance Steps

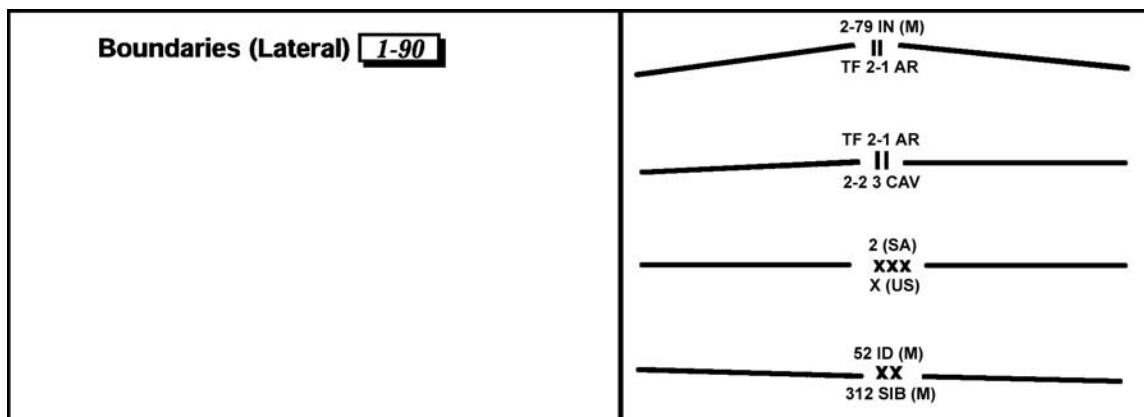


Figure 3. Lateral boundary.

- (8) Identified overlays or sketches accompanying written or oral orders that specified task organization, unit designation on battalion boundaries indicated the numerical designation. When the battalion is organized into a task force, the letters TF preceded the numerical designation. A unit symbol was identified as task force by placing the symbol (||) over the unit size designation (||). Company boundaries were labeled with the appropriate letter unless the company was organized into a team. In the latter case, the boundary was labeled with the abbreviation TM and the letter designation or a code name. On other boundaries, only the unit designation needed for clarity was required. Branch designations were added only when necessary for clarity. When unequal-sized units had a boundary in common, the designation of the smaller unit was spelled out.
- c. Marked Axis of advance.
- (1) An axis of advance arrow extended only as far as this form of control was essential to the overall plan. Normally, it was shown from the line of departure (LD) to the objective following an avenue of approach. It indicated that the commander may maneuver his forces and place his freely to either side of the axis to avoid obstacles, engage the enemy, or bypass enemy forces that could not threaten his security or jeopardize the accomplishment of his mission. The commander ensured that such deviation does not interfere with adjacent units, that his unit remains oriented on the objective, and that the location and size of the bypassed enemy forces were reported to higher headquarters. Boundaries were assigned as an additional control measure when using the axis of advance when the situation dictated.
  - (2) Showed an axis of advance as shown below, identified by a code. It could be identified by a unit designation (Figure 4).

Performance Steps

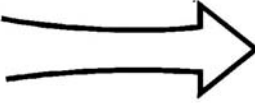
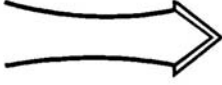


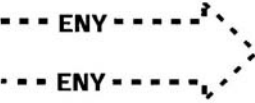
Friendly Ground Axis of Supporting Attack <b>1-147</b>	
Friendly Ground Axis of Main Attack <b>1-94</b>	
Friendly Ground Axis On Order with Date and Time (if known) Effective	
Enemy Confirmed	
Enemy Templated	

Figure 4. Axis of advance.

(3) differentiated between a ground axis of advance and an air assault of advance, by using a twist in the shaft of the open arrow, symbolic of a propeller (Figure 5).



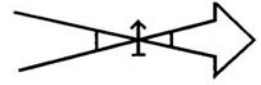
<b>Axis of Advance 1-14</b> (The tip of the arrow should touch the objective or limit of the movement.)	
Friendly Aviation	
Friendly Attack Helicopter	

Figure 5. Air assault axis of advance.

d. Depicted direction of attack arrows. This control measure was used when the commander desired to specify the direction in which the center of mass of a subordinate unit must move in an attack to ensure the accomplishment of a closely, coordinated plan of maneuver (for example, in a night attack or counterattack). A direction of attack arrow extended from the line of departure to the objective and is not labeled (Figure 6).

**Performance Steps**



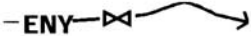


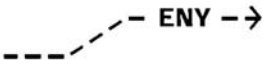
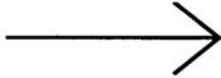
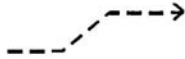
<p><b>Direction of Attack</b> <b>1-53</b>                  (The tip of the arrow should touch the objective or limit of the movement.)                  Friendly Aviation</p>	
<p>Friendly Aviation Planned or On Order</p>	
<p>Enemy Known/Confirmed Aviation</p>	
<p>Templated Enemy Aviation</p>	
<p>Enemy Confirmed/Known Ground</p>	
<p>Templated Enemy Ground</p>	
<p>Friendly Direction of Supporting Attack <b>1-147</b></p>	
<p>Friendly Planned or On Order</p>	

Figure 6. Direction of attack arrow.

- (1) The arrow was used only where necessary because it restricts the maneuver of the subordinate unit.
- (2) When the unit was directed to seize successive objectives with its main attack along a certain line, either one arrow extending through the objectives to the final objective or a series of arrows connecting the objectives was used.
- (3) The double arrowhead was used to distinguish the main attack for the command as a whole (Figure 7).

<p><b>Friendly Direction of Main Attack</b>  <b>1-94</b></p>	
--	--

Figure 7. Arrowhead indicating the main attack.

- e. Graphically portrayed units assigned a security mission.
  - (1) Showed the general location of a unit with a security mission, arrows generally indicated the terrain over which the unit operates and the farthest extension of its mission (Figure 8).

**Performance Steps**

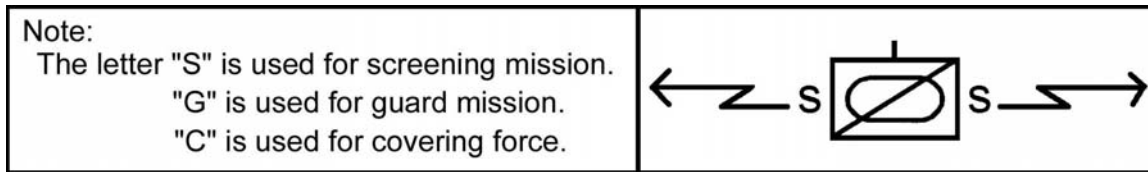


Figure 8. Unit with security mission.

- (2) Showed the primary security mission.
- f. Graphically portrayed supply routes.
  - (1) The main supply route (MSR) was the route(s) designated within an area of operations upon which the bulk of traffic flowed in support of the operation. The route was labeled MSR and assigned a code name.

NOTE: The term MSR was not used below division level.

- (a) In the defense, the division extended the MSR forward to the brigade trains. The brigade's supply route (SR) extends from the battalion trains to a point at the rear of the forward company defense sectors.
- (b) In the offense, the proposed SR was showed forward to the objective or as far as the battalion supply officer (S4) could visualize the combat service support for the operation. Forward of the LD, it is shown as a broken line.
- (2) Depicted the symbols to show the division (offensive action) are shown in Figure 9.

<p><b>Supply Routes</b> <span style="border: 1px solid black; padding: 2px;">I-95</span>                  Main Supply Route</p>	<p>MSR NAME  </p>
<p>Alternate Supply Route <span style="border: 1px solid black; padding: 2px;">I-8</span></p>	<p>ASR NAME  </p>
<p>One-way Traffic</p>	<p>MSR NAME  </p>
<p>Alternating Traffic</p>	<p>MSR NAME  </p>
<p>Two-way Traffic</p>	<p>MSR NAME  </p>

Figure 9. Divisions main supply route (MSR).

- (3) Showed combat service support facilities on the operation overlay or their location was disseminated by the S4, as appropriate.
- g. Portrayed unit locations.
  - (1) To show the location of a unit on an overlay, the symbol was drawn so that its center corresponded with the coordinates at which the unit was located (Figure 10).

**Performance Steps**



<p>A solid line symbol represents a present or actual location.</p>	
<p>A broken line symbol indicates a future or projected location.</p>	

Figure 10. Location of a unit.

- (2) Showed the location of a trains area, observation posts, or logistical activity, the center of the symbol also should correspond with the coordinates at which the element is located. The illustration shown is the location of an observation post (Figure 11).

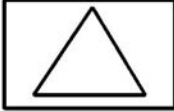
<p>Observation Post/Outpost <b>1-112</b></p>	
--	---

Figure 11. Location of an observation post.

- (3) Used the offset technique for clarity when space precluded normal placement of symbols. Offset staffs were "bent" as required. The offset staff was dashed for future or proposed locations. Offset staffs extended vertically from the bottom center of the symbol (except for command posts [CP]), and the end of the offset staff indicates exact locations of CPs and aid stations and the center of mass for other units or installations. The staff for a CP symbol is always on the left edge (Figure 12).



<p>Basic symbols other than the headquarters symbol (for example, points) may be placed on a staff which is extended or bent. The end of the staff indicates the precise location.</p>	
<p>Since the headquarters symbol already includes a staff, this staff may be extended or bent. The end of the staff, or extension (if used), indicates the exact location of the headquarters.</p>	

Figure 12. Offset technique.

- (4) Located units.
  - (a) The locations of attacking units normally were indicated by boundaries (and CP symbols, when the locations of the CPs are known) or by unit symbols.
  - (b) The location of the reserve is indicated by an assembly area symbol and by a CP or unit symbol.

**Performance Steps**

- (c) Reserve units of a force assigned defense position or battle position normally were shown by a line enclosing the area occupied or to be occupied--in other words, a "goose egg". These positions were be numbered or lettered for convenient reference. An occupied and unoccupied company assembly area (reserve location) is shown in Figure 13. An occupied and unoccupied reserve company battle position is shown in Figure 14.

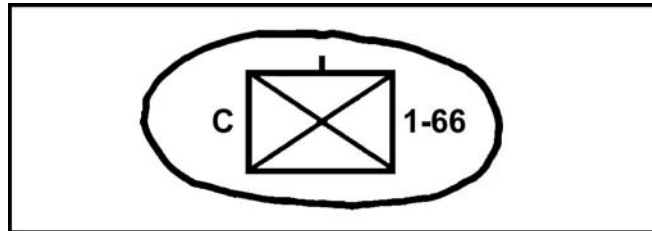


Figure 13. Occupied and unoccupied company assembly area (reserve location).



Figure 14. Occupied and unoccupied reserve company battle position.

h. Identified objective(s).

- (1) Each objective was identified by the abbreviation "OBJ" and a number, letter, or name designation (Figure 15).

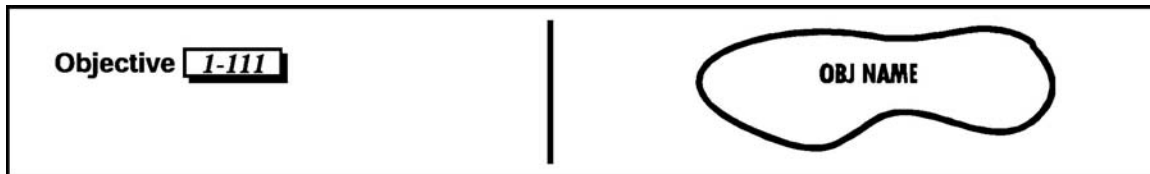


Figure 15. Objective.

- (2) An objective assigned by higher headquarter may be given entirely to one subordinate unit or may be divided. If divided, the objective may be shown graphically as separate objectives and numbered accordingly or may be divided into two objectives by a boundary line.
- i. Pinched out a unit.
  - (1) This type operation was indicated by drawing the boundary across the front of the unit, usually along a well-defined terrain feature such as a stream, ridge, or highway.
  - (2) The following example indicates that Company A will be pinched out after seizing OBJ 1; Company B will seize OBJ 2 and continued the attack to seize OBJ 3 (Figure 16).

**Performance Steps**

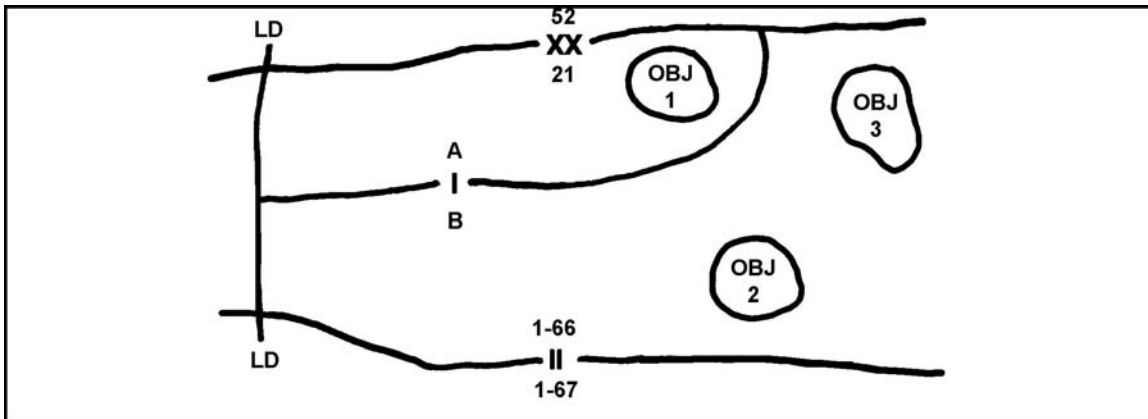


Figure 16. Pinching out a unit.

- j. Protrayed the defensive battlefield. The defensive battlefield was organized into the covering force area and the main battle area (MBA) (Figure 17).

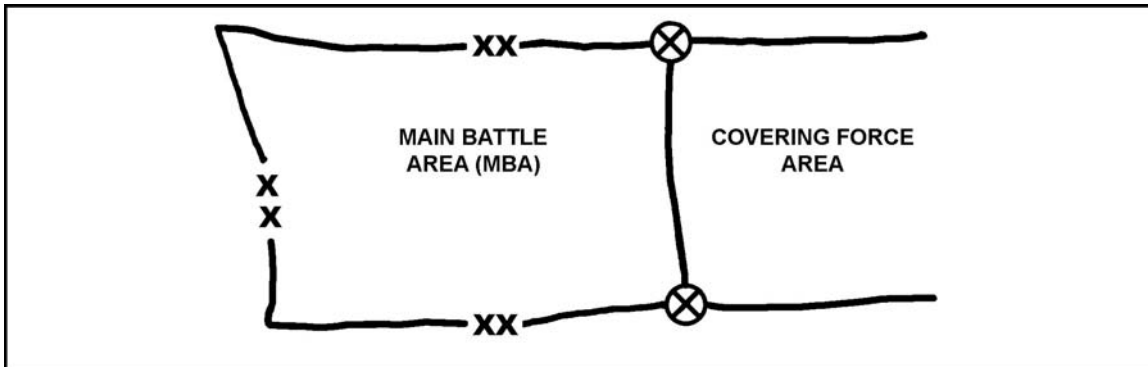


Figure 17. Organizing the defensive battlefield.

- k. Depicted defended areas. If an area is occupied and the defense of the area is prepare, a line (including the size symbol of the defending unit) encloses the area, and the closed side of the symbol is oriented toward the most likely enemy threat. If desired, the military symbols of the unit may be entered in the center of the enclosed area. A defensive area for 2d Pit, C Co, 1st Bn, 6th Inf, and a proposed defensive area for B Co, 3d Bn, 52d Inf, are showed in Figure 18.



Performance Steps

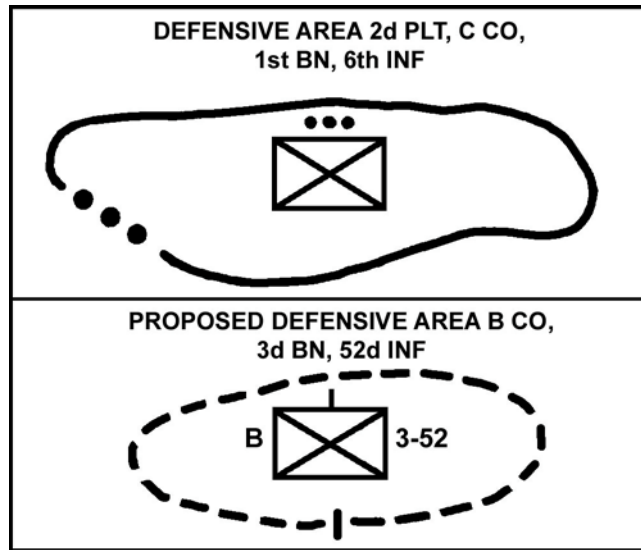


Figure 18. Defensive area.

- I. Protrayed control measures as required.
  - (1) Line of departure (LD). The LD is a control measure to coordinate the advance of an attacking unit (Figure 19). The LD should be--
    - (a) Clearly defined on the ground and on the map.
    - (b) Approximately perpendicular to the direction of the attack.
    - (c) Under control of friendly units.
    - (d) Marked on both ends.

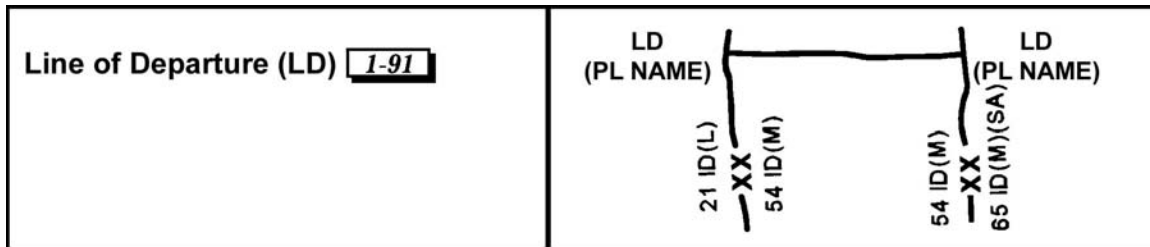


Figure 19. Line of departure.

- (2) Line of contact (LC)(Figure 20).

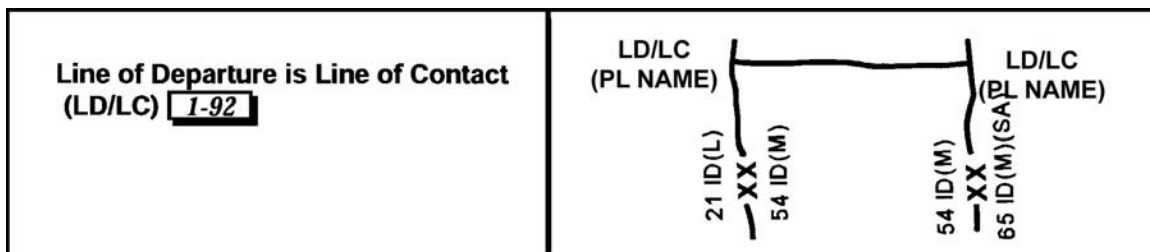


Figure 20. Line of contact.

- (a) When units are in contact with the enemy, the frontline is shown as a series of arcs, and the ends of the arced line are labeled "LC."
- (b) If the LC is used as an LD, it is marked LD/LC.
- (c) If the LC is not used, the LD is shown by a solid line marked LD.

**Performance Steps**

- (3) Phase line (PLs). PLs were used to control the progress of units for reference in issuing orders or receiving reports. They should be easily recognized terrain features, normally perpendicular to the direction of advance. A PL is also used to control fires and unit movement and even to limit the advance of attacking elements. Units report their arrival at or clearance of a phase line, but they do not halt unless ordered to do so. A PL is drawn as a solid line with the letters PL at each end of the line or where appropriate to allow easy identification. A PL is identified further by a number, a letter, or code name (which can be phonetic letters, colors, flowers, cars, or any other code system) under or beside the PL abbreviation (Figure 21).

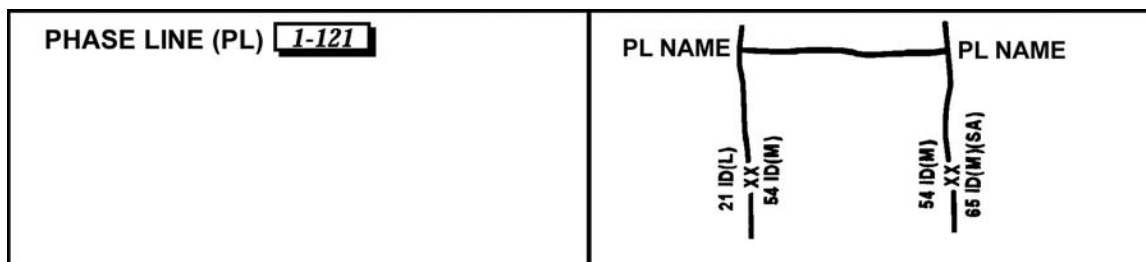


Figure 21. Phase Line.

- (4) Initial delay position (IDP). An IDP is where a delaying action begins, trading space for time. The delay sector is defined by boundaries. The initial and all subsequent delay positions can be related to a time-phased forward edge of the battle area (FEBA). The initial and subsequent delay positions are specified, and PLs may be used to report the progress of the battle. The enemy is held forward of delay lines until the specified time or until permission is granted to withdraw. The initial and successive delay positions are shown on boundaries by coordination points with a solid line between them. Although most IDPs are given a code name, they may have a number, letter, or a variety of code names. The letter abbreviation (IDP) can be to the flank of the coordination symbol (when at the flank, it is in parentheses) or on the line itself. Its time phase is indicated as a date-time group having a two-digit day and a four-digit hour, both connected. The month indicator can be a three-letter type or spelled out, depending upon the desires of the commander. The letters IDP should be placed in parentheses between the line code name, letter, or number and the date-time group (Figure 22).

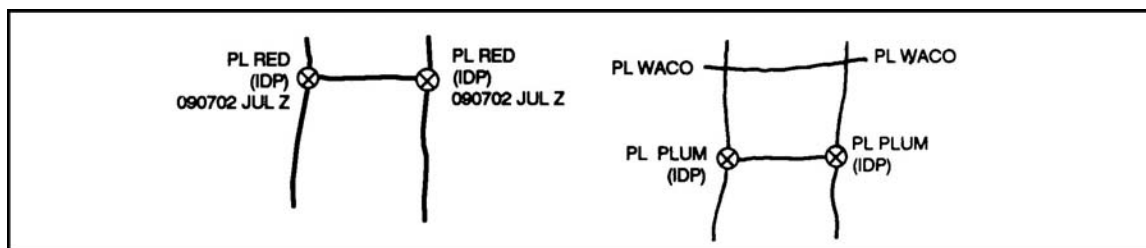


Figure 22. Initial delay position.

- (5) Delay lines (DLs). These indicate where a succeeding delay position is located. Delay positions (other than initial) are drawn the same, except that the letter abbreviation is along the line, and none are placed to the flanks at the coordinating points.
- (6) Coordinating points.
  - (a) Coordinating points are designated on boundaries as specific points for coordination of fires and maneuver between adjacent units. They are indicated whenever a boundary crosses the FEBA and should be indicated whenever the boundary crosses the covering force. Coordinating points are also used where DLs and internal boundaries intersect.

**Performance Steps**

- (b) Coordinating points should be located at some terrain feature easily recognizable both on the ground and on a map. Their location on a boundary indicates the general trace of the FEBA, covering force, or DL as visualized by the commander who designates them.
- (c) The symbol for a coordinating point is shown by a circle with an "X" centered in it (Figure 23). The symbol is labeled as appropriate.

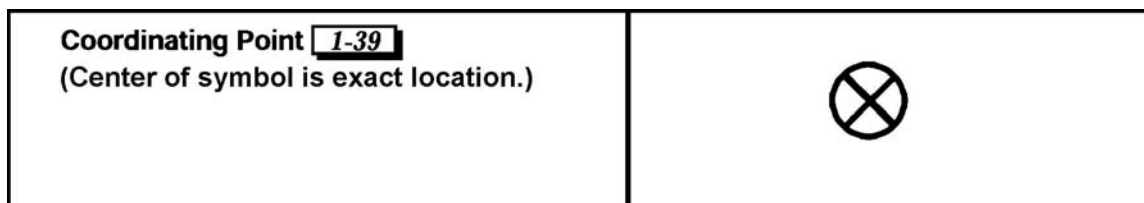


Figure 23. Coordinating point.

- (7) Checkpoints. Checkpoints, Figure 24, are shown graphically by a number, letter, or code word inside an upright rectangle with a pointed bottom. They are easily recognizable terrain features or objects, such as crossroads, churches, lone buildings, stream junctions, hills, bridges, and railroad crossings. They may be selected throughout the area of operation. By reference to these points, the subordinate commander may rapidly and accurately report his location; or the higher commander may designate objectives, boundaries, assembly areas, phase lines, and so forth, to his subordinate commanders.

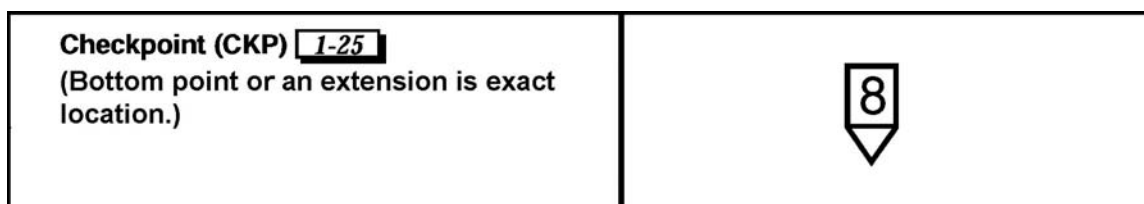


Figure 24. Checkpoint.

- (8) Contact points. Contact points, shown graphically by squares with a staff extending from the bottom center, are designated at the units to make physical contact. Contact points may also be used to delineate areas of responsibility in specific localities when boundaries are obviously unsuitable, such as between elements of a flank guard (Figure 25).

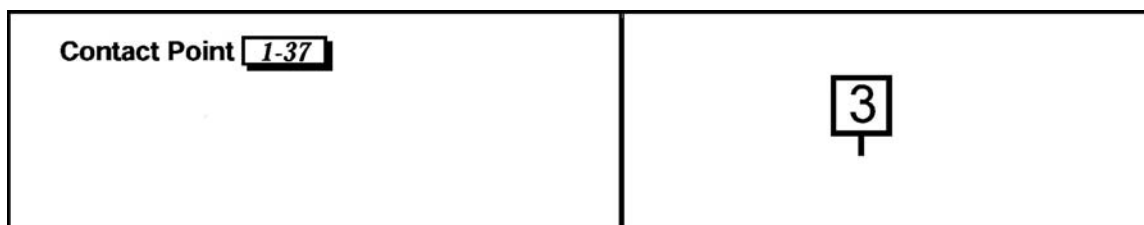


Figure 25. Contact point.

- (9) Passage points (PP). A passage point, shown similar to a checkpoint with the letters PP and the number or letter designation of the passage point within the symbol, is designated along the LD or the FEBA of the unit being passed through. The PPs will be located where the commander desires subordinate units to actually pass.

**Performance Steps**

- (10) Linkup points. A linkup point should be an easily identifiable point on the ground and map that is used to facilitate the joining, connecting, or reconnecting of elements of a unit or units. They are used when two or more Army elements are to join each other, when Army and sister service elements are to join each other, and when Army or sister service and allied elements are to join each other. The linkup is an operation in itself and conducted as part of an airborne or airmobile operation, an attack to assist in the breakout of an airborne or airmobile operation, an attack to assist in the breakout of an encircled force, or an attack to join an infiltrating force. The battalion may participate in a linkup as part of a larger force, or it may, itself, conduct a linkup. The symbol for linkup points is similar to a checkpoint with a dot in the center. A number, the name, or code name is placed near the symbol in such a manner as to ensure it is referring to the symbol (Figure 26).



Figure 26. Linkup point.

- (11) Points of departure (PDs). These normally are shown along the LD for night attacks. They are shown similar to a checkpoint containing the abbreviation PD and a letter or number within the symbol. The point of the arrow is at the bottom of its location.

**Evaluation Preparation:** SETUP: Provide the soldier with all the material and equipment listed in the condition statement.

BRIEF SOLDIER: Tell the soldier to prepare an overlay for the operation indicated in the OPORD.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Placed registering marks in opposite corners of the overlay.	—	—
2. Marked information using standard military symbols.	—	—
3. Indicated enemy installations, equipment, or activities with either the color RED or with double-lined symbols.	—	—
4. Indicated future locations or coordinating detail with broken-line symbols.	—	—
5. Placed symbols indicating size on a boundary to indicate the highest unit sharing the boundary.	—	—
6. Extended the axis of advance arrow from the line of departure to the objective.	—	—
7. Labeled the route of march arrows with a code name or unit designation.	—	—
8. Labeled the MSR and assigns a code name.	—	—
9. Ensured the center of a unit's symbol corresponds to the coordinates of the unit.	—	—

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

**References**

**Required**

FM 101-5-1

FM 71-2

**Related**

## Subject Area 19: Crowd Control

**Form Squad-Size Riot Control Formations****191-378-4302**

**Conditions:** Given a riot control situation and a squad of soldiers fully equipped with riot control gear, Field Manual (FM) 19-15, and Soldier Training Publication (STP) 19-95B1-SM.

**Standards:** Select the best formation that controls or disperses the crowd. Correctly form the squad into the formation selected. Reassemble the squad from the formation after the crowd has been controlled or dispersed.

**Performance Steps**

NOTE: Any size squad, platoon, or large unit can be employed and a crowd control formation can be adapted to fit the unit's organization. A leader should be able to employ a unit sized to fit the circumstances.

1. Prepare the squad for formation.
  - a. Form the squad in a single column behind you, with the base member directly behind you and the assistant squad leader at the end.
  - b. Direct squad members to count off from front to rear with yourself as number one and the base member as number two.

NOTE: The purpose for counting off is so each squad member has a number and will know where his position will be in each type of formation.

2. Direct the squad in forming a squad line (Figure 191-378-4302-1).

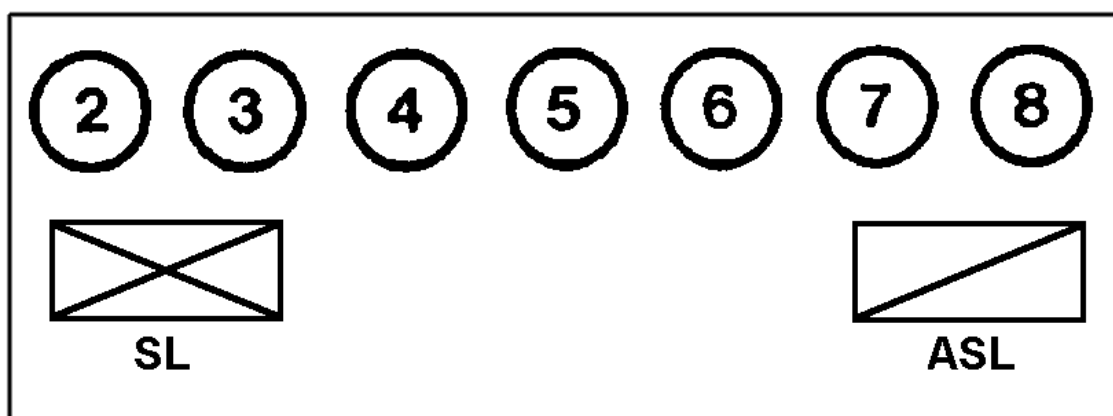


Figure 191-378-4302-1

Squad Line Formation With Squad Leader (SL) and Assistant Squad Leader (ASL)

NOTE: As an offensive formation, this formation is used to push or drive crowds straight back across an open area or up a city street. As a defensive formation, it is used to hold a rioting group in place or to deny them access to restricted streets or areas.

- a. Face the squad and give the command, "Squad as skirmishers, ...." Simultaneously, give hand signals with the command by raising your arms straight out, horizontal to the shoulders, hands extended, palms down.
  - b. Point to where you want the squad to assemble and complete the command, "Move." (Make sure the base member moves to where you pointed and the rest of the squad forms up according to their number.)
  - c. Take your position behind the formation.
3. Direct the squad in forming a squad echelon, right or left (Figure 191-378-4302-2).

## Performance Steps

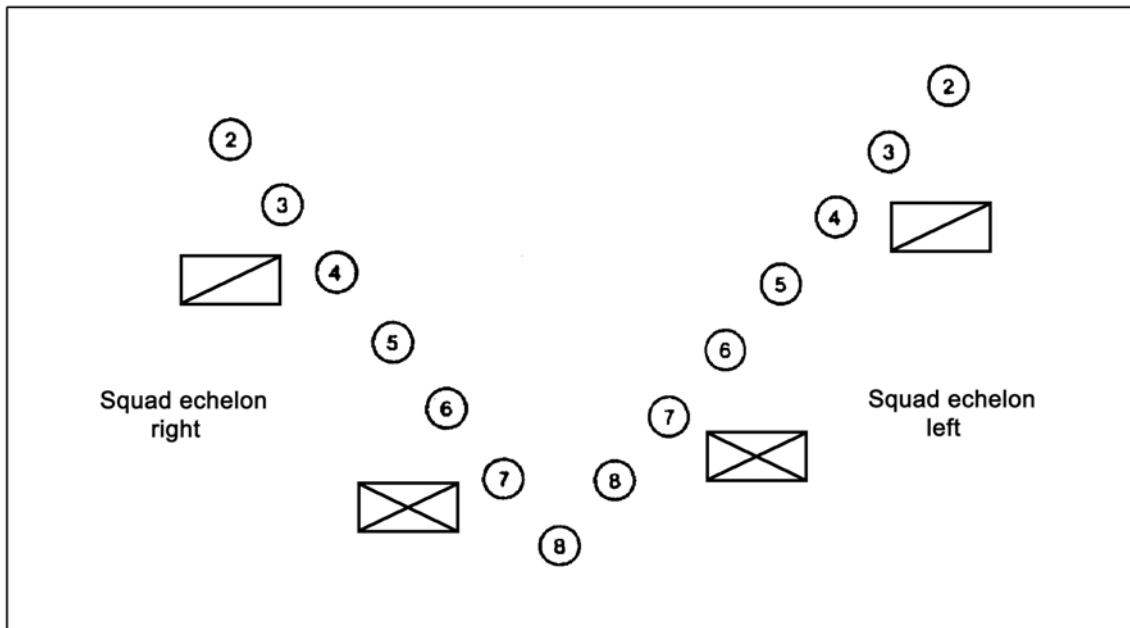


Figure 191-378-4302-2  
Squad Echelon, Right and Left

NOTE: This formation is used offensively to turn groups in either open or built-up areas and to move crowds away from buildings, fences, or walls.

- a. Face the squad and give the command, "Squad echelon right (or left)." Simultaneously, give hand and arm signals by extending one arm 45 degrees above the horizon and the other arm 45 degrees below the horizon, arms and hands extended. (When facing the squad, the upper arm shows the direction of the echelon.)
  - b. Point to where the squad should assemble and complete the command, "Move." (The base member will move to where you pointed. The rest of the squad will align themselves on the base member, one pace behind the member in front and one pace to the right or left, depending on the echelon.)
  - c. Position yourself behind the formation.
4. Direct the squad in forming a squad wedge (Figure 191-378-4302-3).

**Performance Steps**

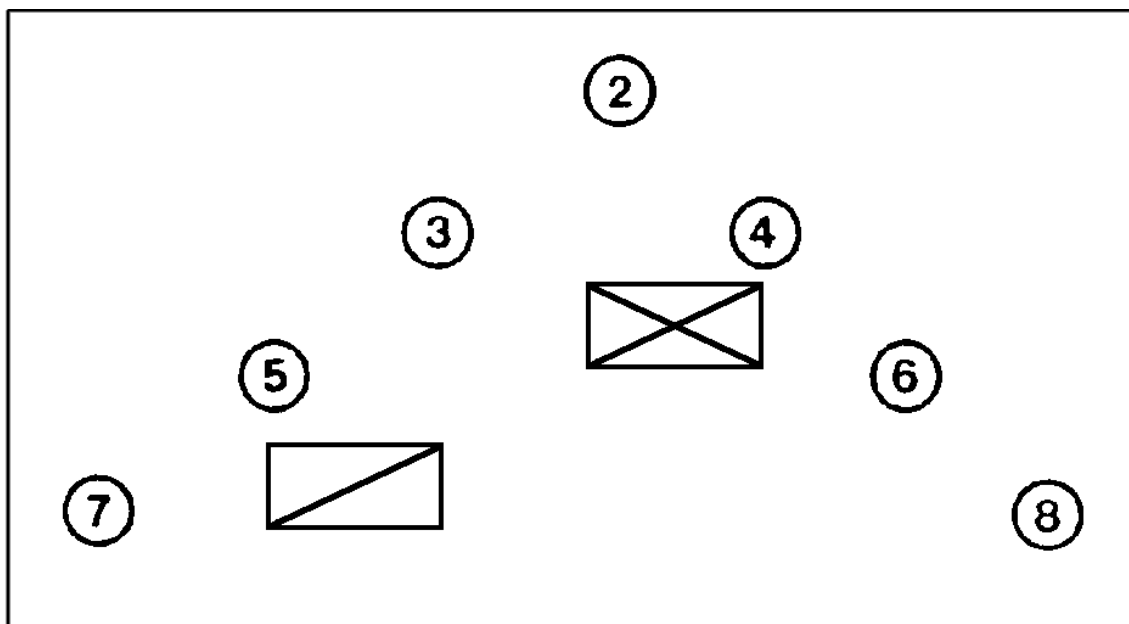


Figure 191-378-4302-3  
Squad Wedge

NOTE: This formation is used as an offensive formation to penetrate or to split crowds.

- a. Face the squad and give the command, "Squad wedge." Simultaneously, give hand and arm signals in conjunction with the command. (Extend both arms down and to the sides at an angle of 45 degrees below the horizon, arms and hands extended, palms down.)
  - b. Point to where the squad will assemble and complete the command, "Move." (The base member will move to where you pointed. The odd numbered members align themselves behind the base member, one pace to the left and one pace to the rear of the preceding member. Even numbered personnel will do the same except to the right.)
5. Tell the squad members which weapon positions to use. Each position has a specific use and is discussed below.
- a. Safe port. Use when making a show of force (Figure 191-378-4302-4).



**Performance Steps**



Figure 191-378-4302-4  
Safe Port

- b. Safe guard. Use for semireadiness (Figure 191-378-4302-5).

**Performance Steps**



Figure 191-378-4302-5  
Safe Guard

- c. On guard. Use for complete readiness and whenever troops are in contact with a group showing any kind of resistance or hesitation to withdraw (Figure 191-378-4302-6).

**Performance Steps**

Figure 191-378-4302-6  
On Guard

6. Reassemble the squad.
  - a. Take a position a sufficient distance to the rear of the squad and command, "Squad assemble." Simultaneously, raise your right hand in the air and make a circular motion. (The squad members who hear the command automatically come to the safe-port position. The base man faces the squad leader. The other squad members face toward the base man.)

**Performance Steps**

- b. Point to the place you want the squad to assemble and give the command of execution "Move."  
(The base man double-times to the designated spot, and the other members of the squad follow the base man. The squad forms in a column behind the base man and wait for further instruction.)

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Prepared the squad for formation.	—	—
2. Directed the squad in forming a squad line.	—	—
3. Directed the squad in forming a squad echelon, right and left.	—	—
4. Directed the squad in forming a squad wedge.	—	—
5. Told the squad members which weapon positions to use.	—	—
6. Reassembled the squad.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**  
 FM 19-15  
 STP 19-95B1-SM

**Related**

## Subject Area 21: Defense Measures

**Direct Construction of Nonexplosive Obstacles****052-195-3066**

**Conditions:** Given a mission directive, logistical support for the type of nonexplosive obstacle, squad personnel, organic equipment, and Field Manual (FM) 5-34.

**Standards:** Direct the construction of obstacles that are tied to existing or reinforced obstacles to block, channelize, or delay the enemy according to the mission brief or intent.

**Performance Steps**

1. Analyze mission requirements using the mission, enemy, terrain, troops, time available, and civilian considerations (METT-TC) factors. Consider the following:
  - a. Manpower available.
  - b. Material available.
  - c. Time available.
  - d. Type of transportation.
  - e. Site selection (take advantage of existing obstacles).
  - f. Type of obstacle to be constructed.

2. Direct the construction of wire obstacles.

**NOTE:** When using U-shaped pickets to construct obstacles, ensure that the U faces the enemy.

- a. Direct the construction of a double-apron 4- and 2-pace fence. Ensure that--
  - (1) The fence centerline is laid.
  - (2) The long pickets are spaced at 3-meter (4-pace) intervals.
  - (3) The anchor pickets are spaced at 1.5-meter (2-pace) intervals each way from the centerline and midway between the long pickets.
  - (4) All 12 wires are installed. Ensure that work is done from the enemy side to the friendly side (Figure 052-195-3066-1).

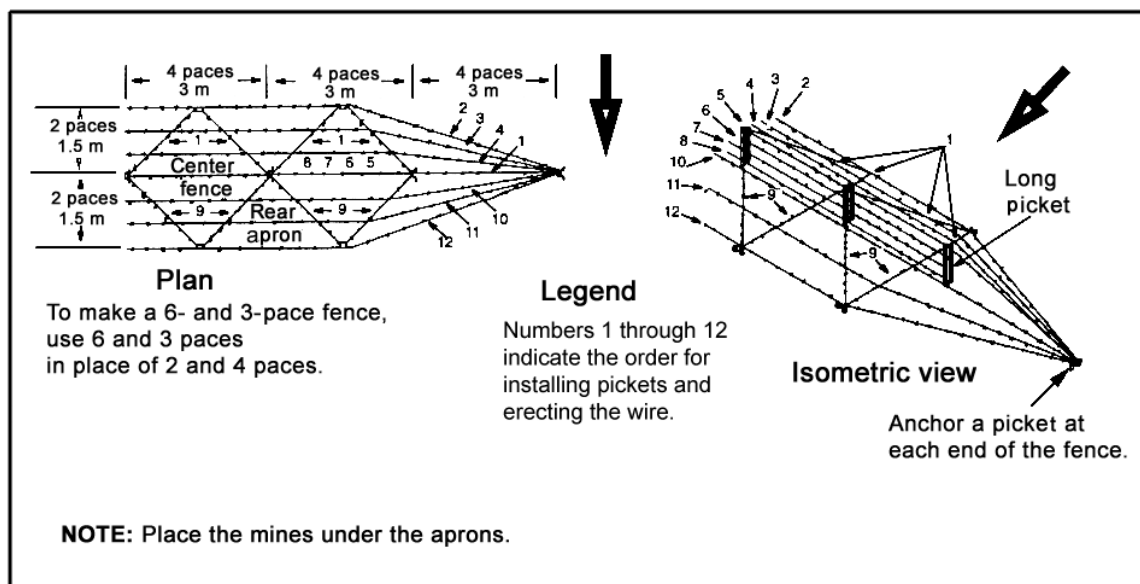


Figure 052-195-3066-1

Double-Apron Fence

**NOTE:** Ensure that the soldier is not cut off between the enemy and the fence.

**Performance Steps**

- (5) The wire is tied at the beginning and end of each roll of barbed wire, as a minimum.
- (6) The wires are properly secured and tight.
- b. Direct the construction of a triple-standard concertina fence.
  - (1) Ensure that work is done from the enemy side to the friendly side.
  - (2) Direct the installation of an anchor picket (short picket) at each end of the front and back row (2 paces).
  - (3) Ensure that long pickets are spaced at 3.8-meter (5-pace) intervals (stagger the back row) (Figure 052-195-3066-2).

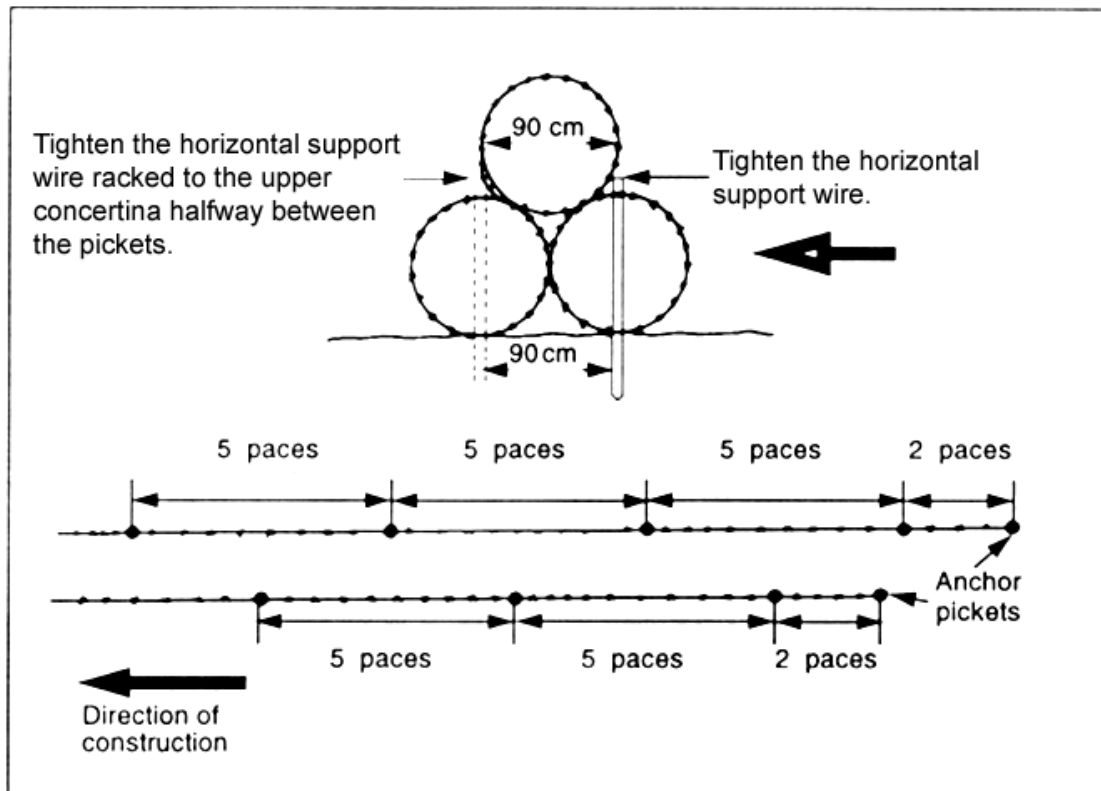


Figure 052-195-3066-2  
Triple-Standard Concertina Fence

NOTE: Install the pickets in such a manner that the lower notch of the long picket is 4 inches above the ground.

- (4) Direct the installation of concertina wire. Ensure that--
  - (a) A roll of concertina is placed at the third picket in the front row and at every fourth picket thereafter (Figure 052-195-3066-3).

## Performance Steps

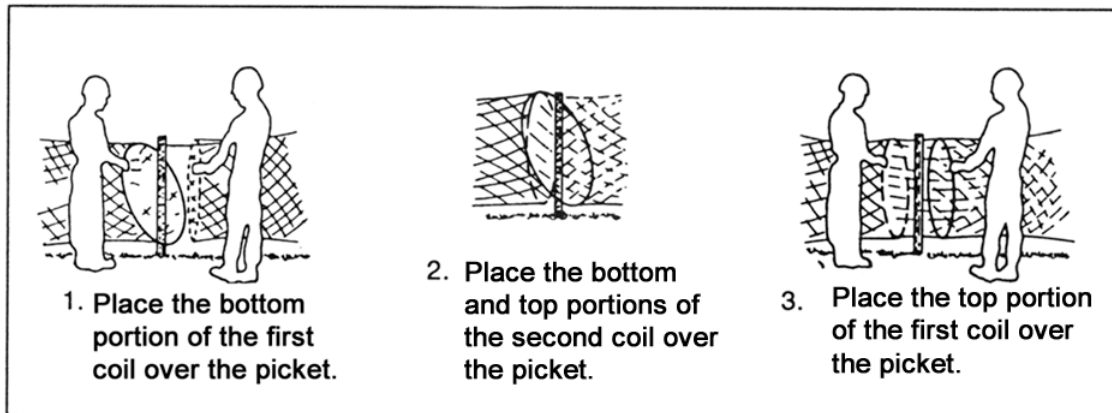


Figure 052-195-3066-3  
Join Concertina Wire

- (b) The bottom row (concertina wire) is secured with the horizontal wire (barbed wire) (Figure 052-195-3066-4).

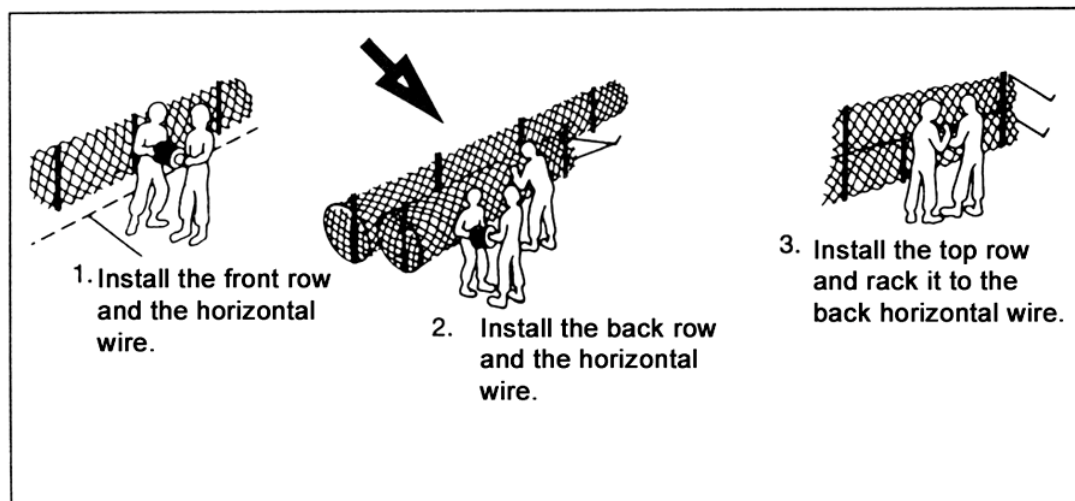


Figure 052-195-3066-4  
Install Concertina and Horizontal Wire

- (c) The back row (friendly side) is begun once the first team has cleared the head of the fence.
- (5) Direct the installation of the remaining row of concertina wire on top of the first two rows and fasten it securely.
- (6) Ensure that the concertina wire is properly tied and that all horizontal wire is properly installed.
- c. Direct the construction of a four-strand cattle fence.
- (1) Ensure that an anchor picket (short picket) is installed at each end of the fence.
- (2) Ensure that the long pickets are installed 3 meters apart (Figure 052-195-3066-5).

**Performance Steps**

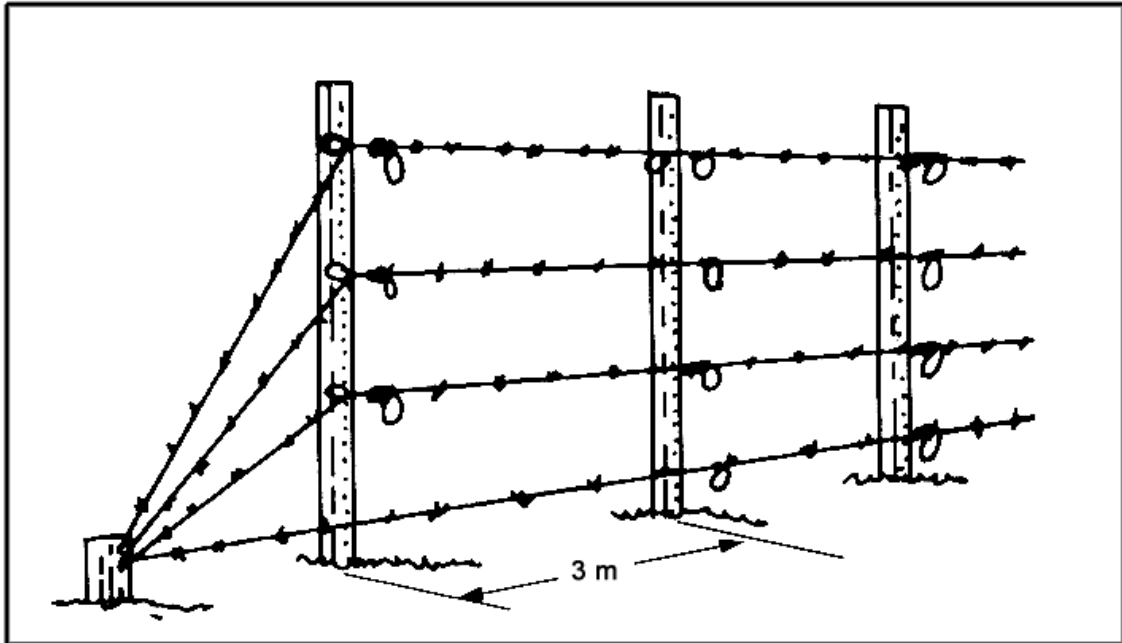


Figure 052-195-3066-5  
Four-Strand Cattle Fence

- (3) Direct the installation of the barbed wire. Ensure that--
  - (a) The reel of barbed wire is rolled out. Ensure that a row of barbed wire is used per strand.
  - (b) The wire is tied from the bottom strand and that it is worked upward to the top strand.
- (4) Ensure that the wire is taut and tied correctly.
- d. Direct the construction of a knife rest.
  - (1) Ensure that a knife rest is prepared 3 to 5 meters long (Figure 052-195-3066-6). Ensure that--



## Performance Steps

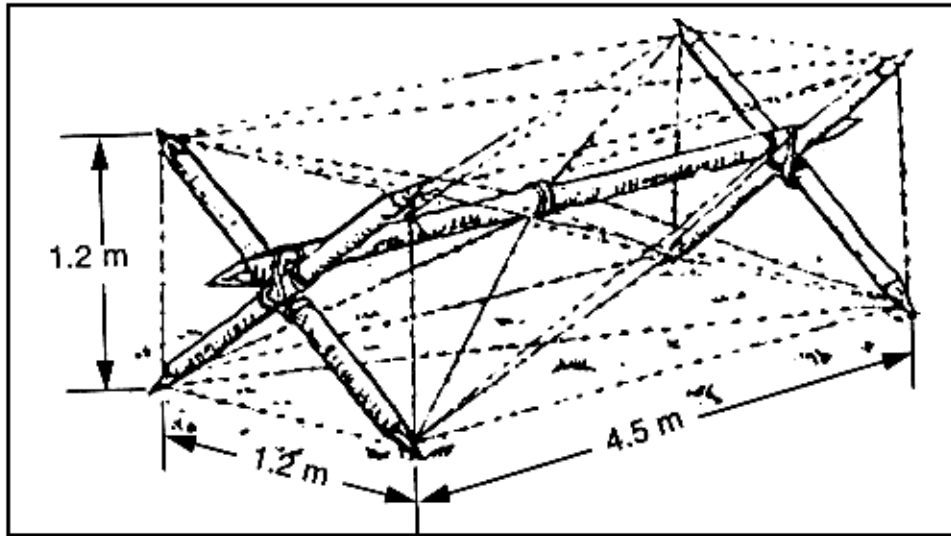


Figure 052-195-3066-6  
Knife Rest

- (a) The end poles (1.2 meters in height and width) are lashed to form two Xs.
- (b) The center pole is lashed to the two Xs.
- (c) Barbed wire is used to complete the knife rest.
- (2) Ensure that the knife rest is secured to the ground.
- e. Direct the construction of an 11-row obstacle out of concertina wire.
  - (1) Ensure that long pickets are installed at 3.8-meter (5-pace) intervals for 11 rows (Figure 052-195-3066-7).

**Performance Steps**

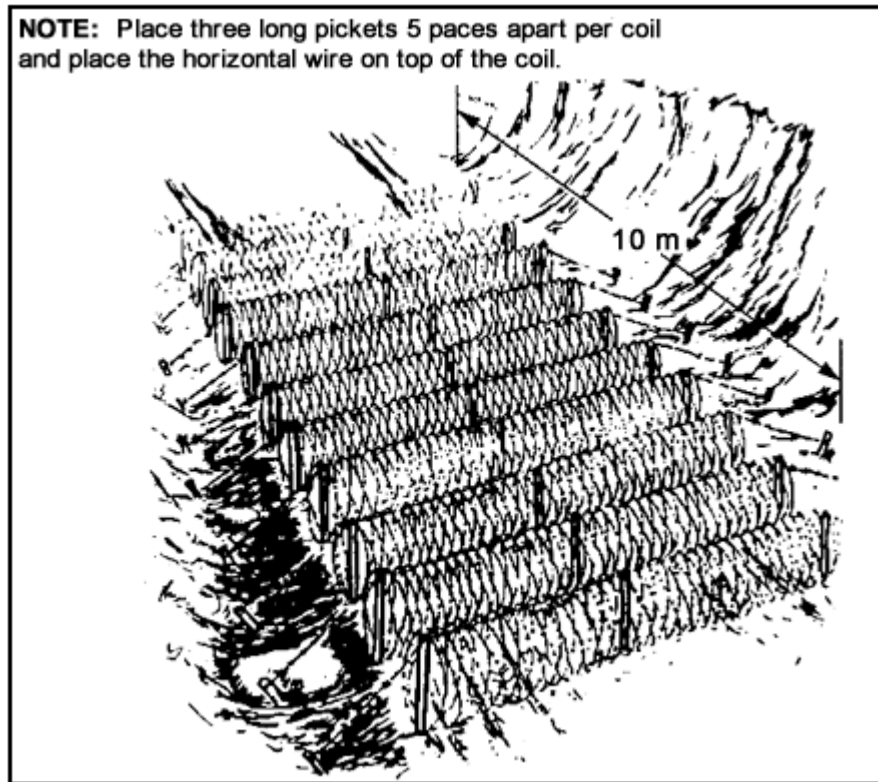


Figure 052-195-3066-7  
Eleven-Row Obstacle

- (2) Direct the placement of concertina wire over the long pickets.
  - (3) Ensure that the horizontal wire (barbed wire) is anchored to the anchor stakes 1.5 meters (2 paces) from each end of the concertina rows.
  - (4) Ensure that the horizontal wire is secured over the concertina wire.
  - (5) Ensure that a log 20 centimeters in diameter is placed between the fifth and sixth row.
  - (6) Ensure that the obstacle is no less than 10 meters deep.
3. Direct the construction of log obstacles.
- NOTE: When constructing a log crib, use only logs with a 20-centimeter diameter minimum.
- a. Direct the construction of a triangular log crib (Figure 052-195-3066-8). Ensure that--

## Performance Steps

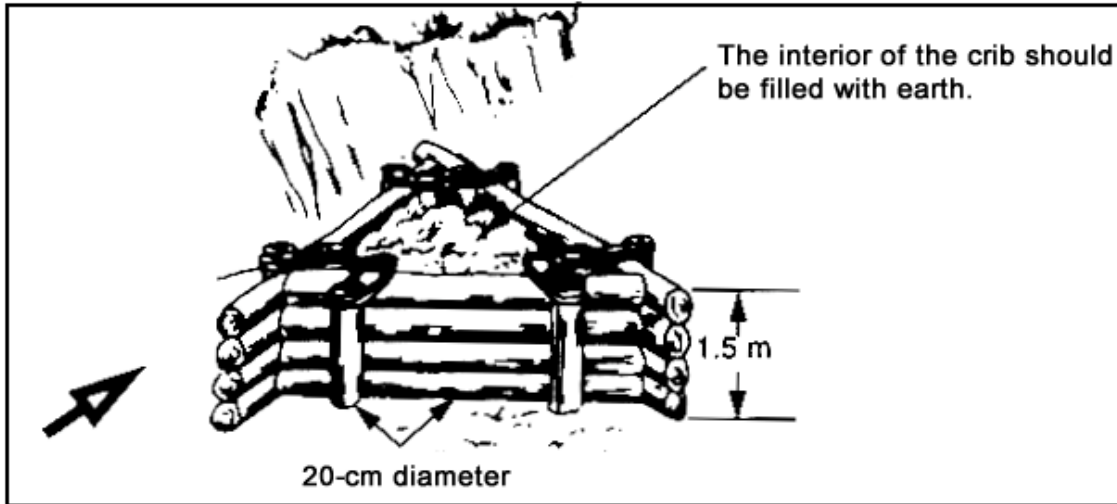


Figure 052-195-3066-8  
Triangular Log Crib

- (1) The vertical postholes are marked and dug 1.5 meters deep. Ensure that one corner of the log crib is facing toward the enemy and that four 3-meter posts are used per wall.
  - (2) The 12 horizontal logs (four per wall) are cut to roadway width.
  - (3) The vertical logs are emplaced and tamped into place.
  - (4) The horizontal logs are emplaced and that posts are lashed together with wire.
  - (5) The interior of the crib is filled with earth material taken from the enemy side of the obstacle.
- b. Direct the construction of a rectangular log crib (Figure 052-195-3066-9). Ensure that--

**Performance Steps**

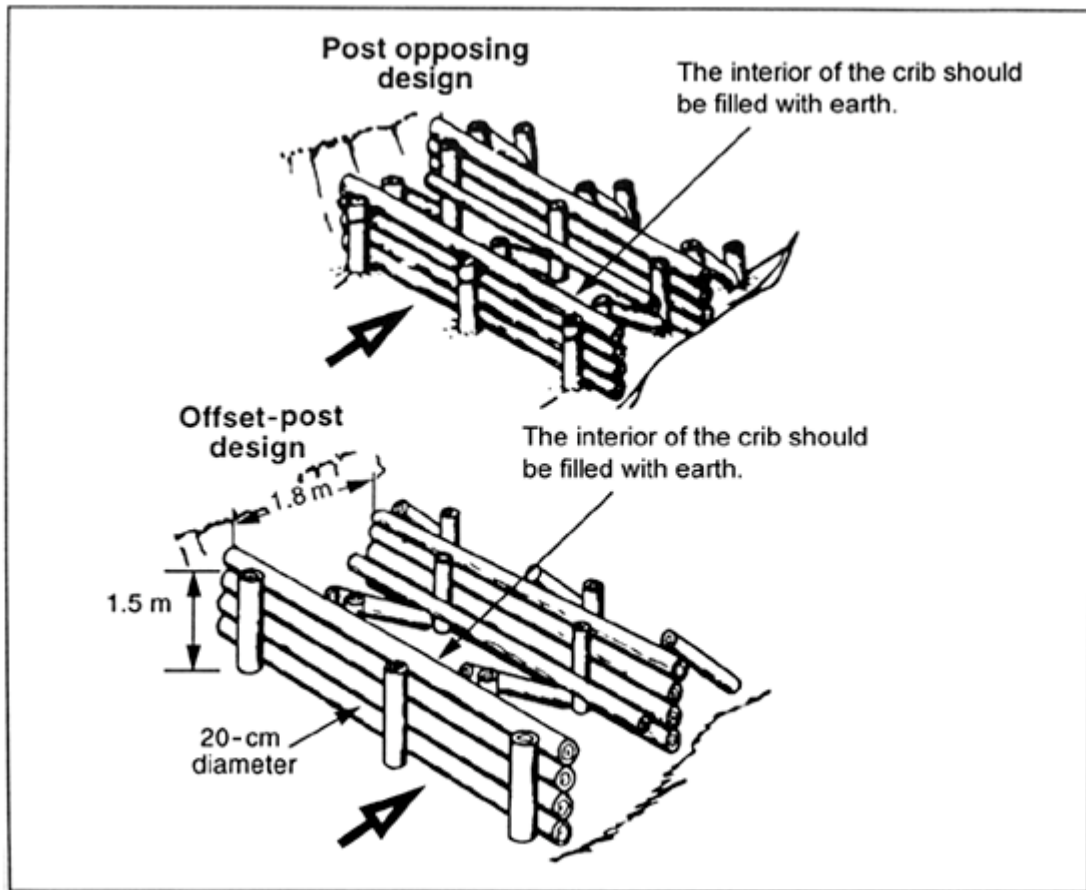


Figure 052-195-3066-9  
Rectangular Log Crib

NOTE: A rectangular log crib can be emplaced with the post opposing design or the offset-post design.  
(1) The vertical postholes are dug and marked 1.5 meters deep. Use Table 052-195-3066-1 for post requirements.

Posts	Road Width (m)							
	1.8	2.1 to 3.6	3.9 to 5.4	5.8 to 7.3	7.6 to 9.1	9.4 to 10.9	11.3 to 12.8	13.1 to 14.6
Long 3	8	12	16	20	24	28	32	36
Short 2.1	2	3	4	5	6	7	8	9
Braces 2.1	4	6	8	10	12	14	16	18

Table 052-195-3066-1  
Post Requirements (Post Opposing/Offset Post Designs)

**Performance Steps**

- (2) The horizontal logs (four per wall) are cut to the roadway width.
  - (3) The vertical logs are emplaced 1.8 meters apart and tamped into place.
  - (4) The horizontal logs are emplaced and that posts, logs, and braces are lashed with wire.
  - (5) The interior of the crib is filled with earth material taken from the enemy side of the obstacle.
- c. Direct the construction of a log hurdle obstacle (Figure 052-195-3066-10). Ensure that--

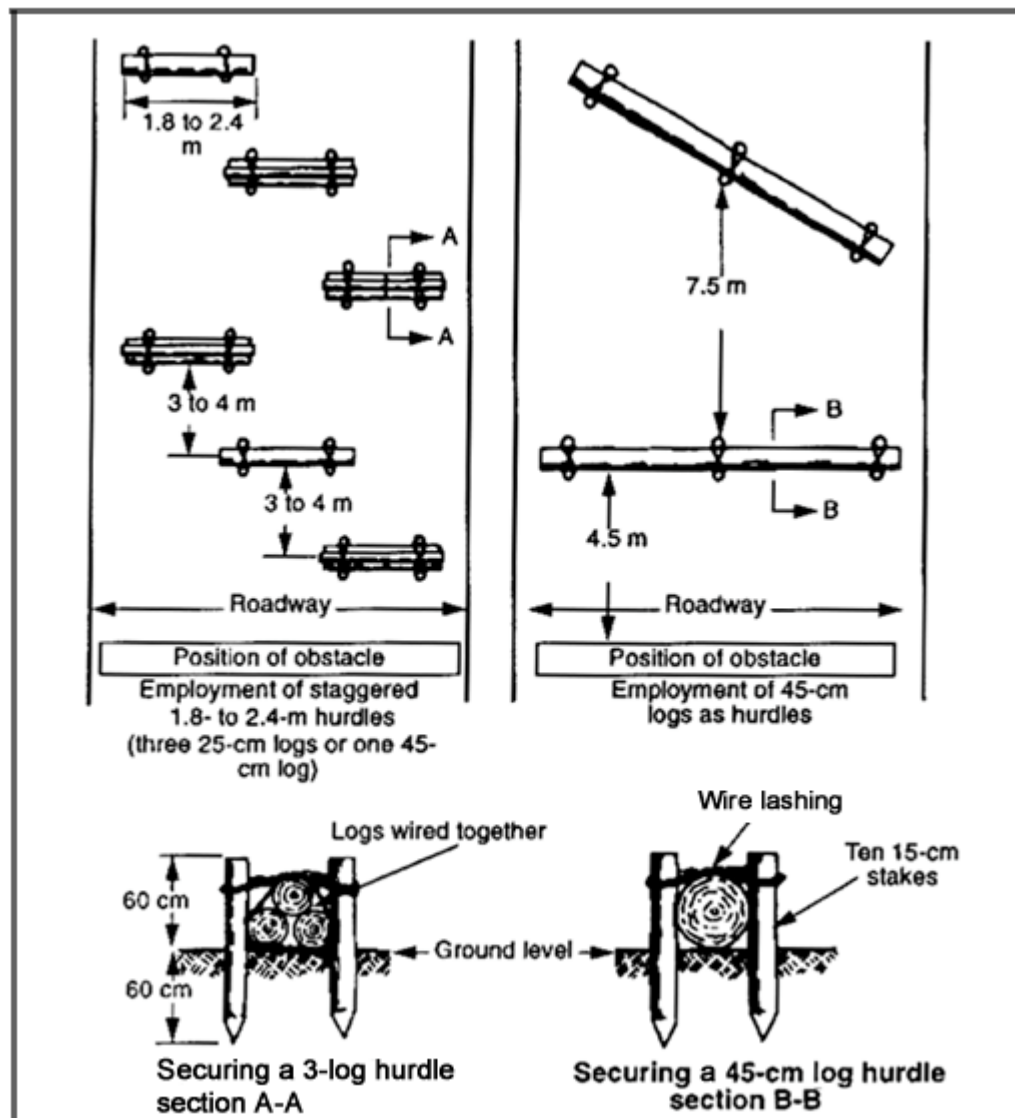


Figure 052-195-3066-10  
Log Hurdles

NOTE: Select a site where the log hurdles cannot be readily bypassed. Hurdles are constructed on the steepest part of a slope.

- (1) Logs are cut 1.8 to 2.4 meters long.
- (2) Three logs 25 centimeters in diameter or one log 45 centimeters in diameter are used.
- (3) Logs are staked firmly in place. Ensure that stakes are no more than 1.5 meters apart.
- (4) The log poles are lashed to the stakes with wire.

**Performance Steps**

- (5) The securing stakes are buried a minimum of 60 centimeters in the ground with 60 centimeters remaining aboveground.
- d. Direct the construction of a log post obstacle (Figure 052-195-3066-11). Ensure that--

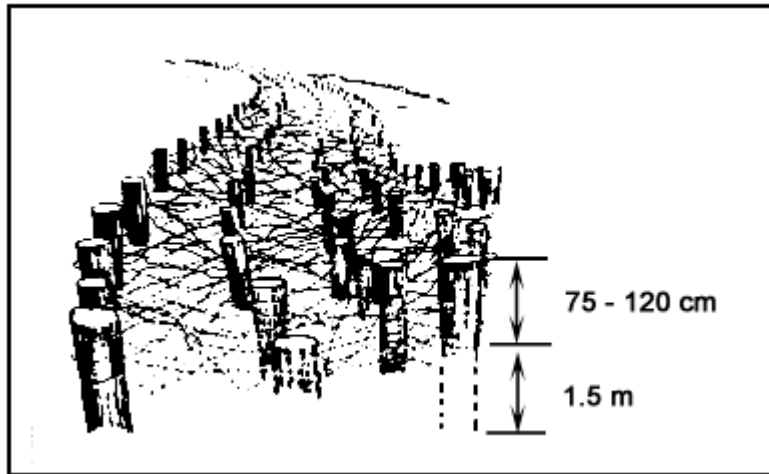


Figure 052-195-3066-11  
Log Post Obstacle

- (1) A minimum of four rows of posts are emplaced.
  - (2) Posts are cut in varying lengths from 2 to 3 meters.
- NOTE: The diameter of the timber is 40 centimeters minimum.
- (3) Postholes are dug 1.5 meters underground.
  - (4) Posts are emplaced at irregular distances of 1 to 2 meters and at irregular heights of 75- to 120-centimeters aboveground. Ensure that posts are buried vertically or at a slight angle toward the enemy.
  - (5) The barbed wire is attached to posts in an irregular pattern.
4. Direct the construction of tank ditch obstacles (Figure 052-195-3066-12).

## Performance Steps

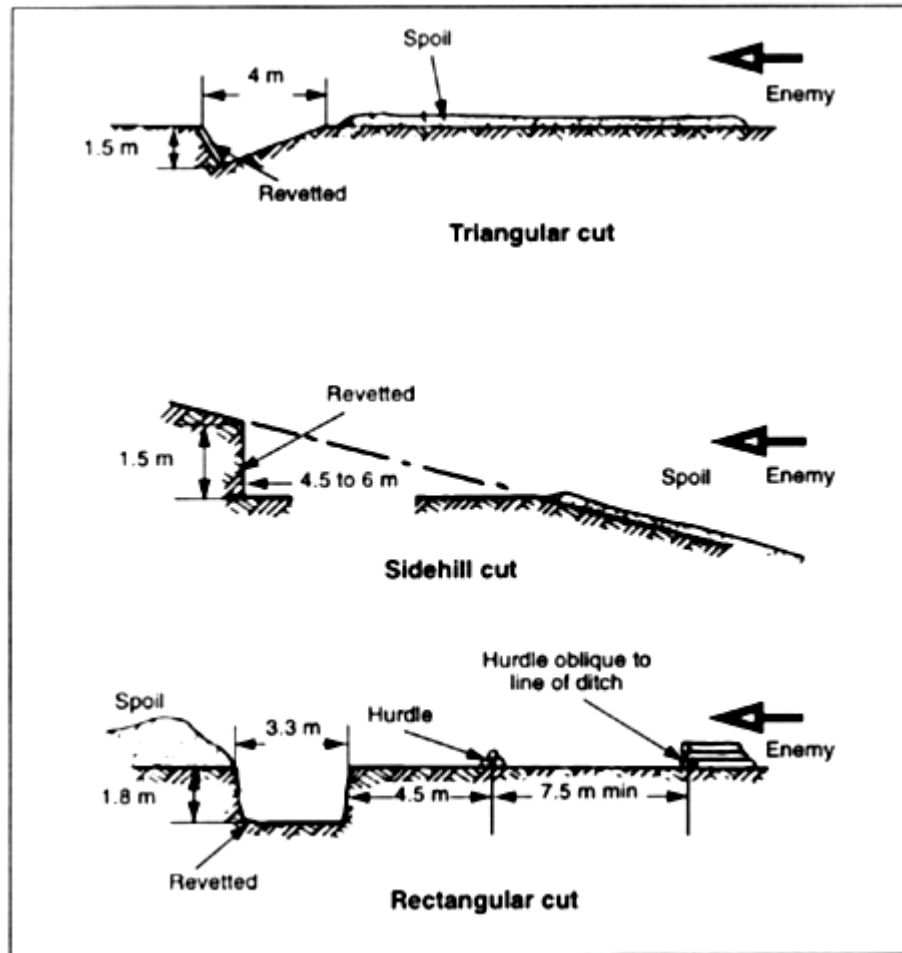


Figure 052-195-3066-12  
Tank Ditches

- a. Direct the construction of a rectangular tank ditch obstacle. Ensure that--
  - (1) The T-push method is used with a dozer/dozer, dozer/loader, dozer/armored combat earthmover (ACE), ACE/ACE, or ACE/loader team configuration.
  - (2) The tandem method is used with a scraper/scraper, scraper/ACE, or a scraper/dozer team configuration.
  - (3) The ditch is dug a minimum of 1.5 meters deep and 3.3 meters wide.
  - (4) The berm is placed on the friendly side of the ditch.
- b. Direct the construction a triangular tank ditch obstacle. Ensure that--
  - (1) The T-push method is used with a dozer/dozer, dozer/loader, dozer/ACE, ACE/ACE, or ACE/loader team configuration.
  - (2) The ditch is dug a minimum of 1.5 meters deep and 4 meters wide.
  - (3) The spoil is spread on the enemy side of the ditch.
- c. Direct the construction a sidehill-cut tank ditch obstacle. Ensure that--
  - (1) The T-push method is used with a dozer/dozer, dozer/loader, dozer/ACE, ACE/ACE, or ACE/loader team configuration.
  - (2) The one-dozer or ACE method is used.
  - (3) The tank ditch is cut a minimum of 1.5 meters deep and 4.5 to 6 meters wide.
  - (4) The spoil is spread on the enemy side of the ditch.

**Performance Steps**

5. Direct the construction of barrier obstacles.
  - a. Ensure that barrier materials are obtained. Barrier materials include--
    - (1) Steel hedgehogs and tetrahedrons (Figure 052-195-3066-13).

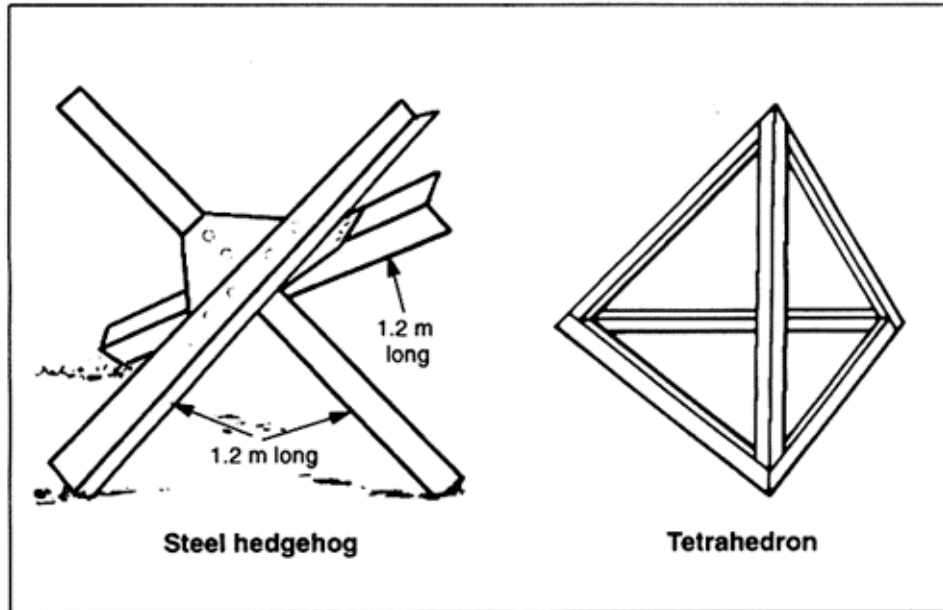


Figure 052-195-3066-13  
Steel Hedgehog and Tetrahedron

- (2) Concrete tetrahedrons and cubes (Figure 052-195-3066-14).

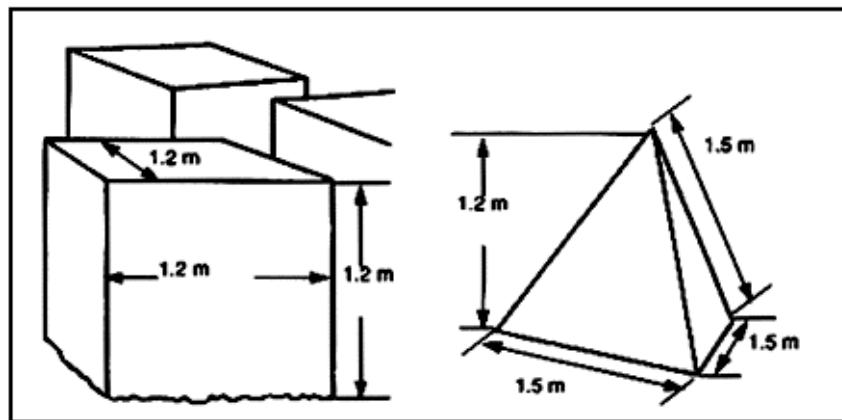


Figure 052-195-3066-14  
Concrete Tetrahedron and Cubes

- (3) Jersey barriers (Figure 052-195-3066-15).



**Performance Steps**

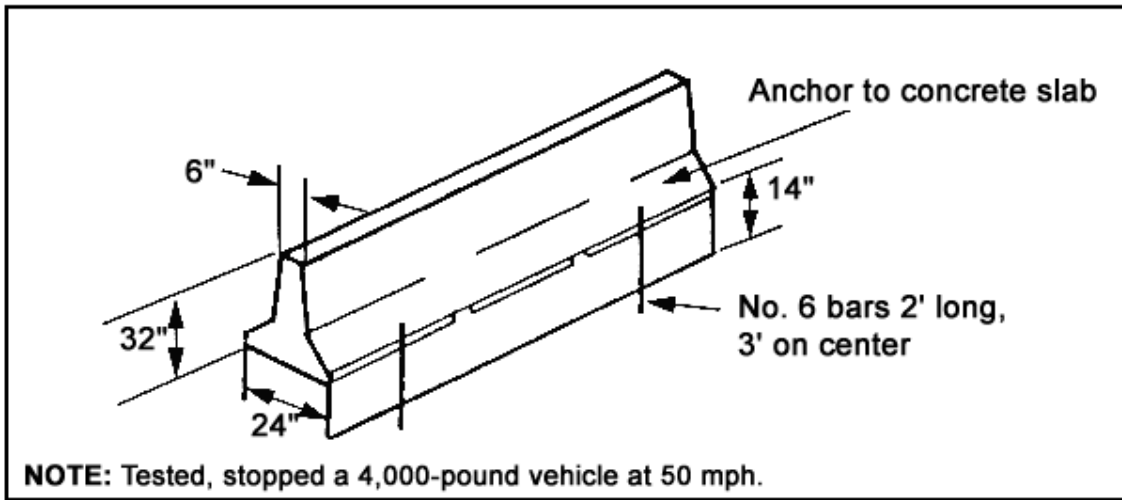


Figure 052-195-3066-15  
Jersey Barrier

b. Ensure that barrier materials (Figure 052-195-3066-16) are emplaced.

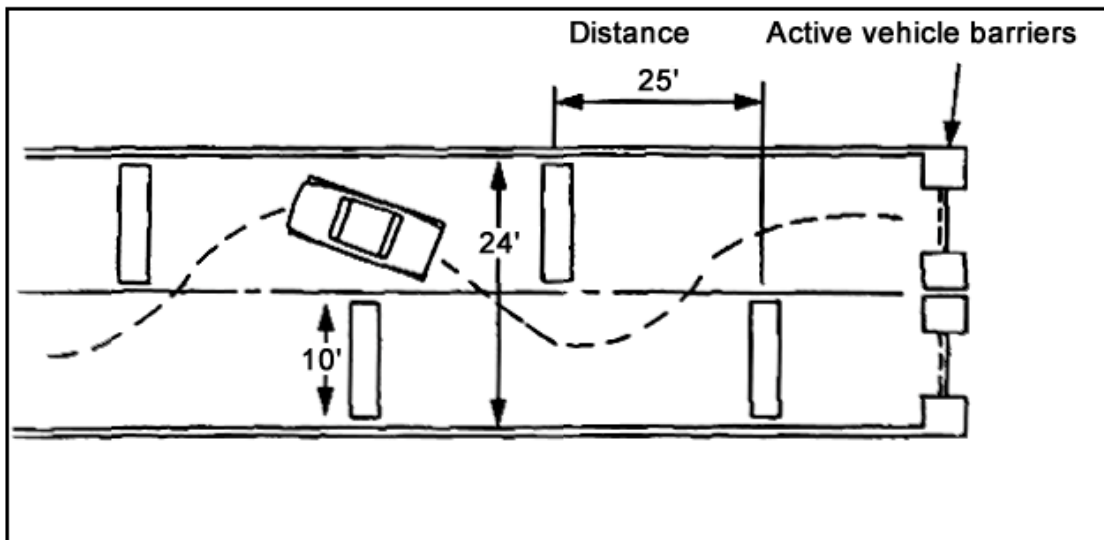


Figure 052-195-3066-16  
Concrete Obstacle Placement

**NOTE:** The distance between barriers will vary depending on the type of traffic expected (cars, trucks, or semitrailers).

**Evaluation Preparation:** Setup: Provide the soldier with the items listed in the conditions. Provide him with a mission brief describing the type of obstacle to be emplaced.

**Brief soldier:** Tell the soldier to direct the construction of the obstacle according to the mission brief.

**Performance Measures**

1. Analyzed mission requirements using the METT-TC factors.

**GO NO GO**

— —

**Performance Measures**

- 2. Directed the construction of wire obstacles.
- 3. Directed the construction of log obstacles.
- 4. Directed the construction of tank ditch obstacles.
- 5. Directed the construction of barrier obstacles.

<u>GO</u>	<u>NO GO</u>
—	—
—	—
—	—
—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**  
FM 5-34

**Related**  
FM 5-102

## Control Organic Fires

**071-410-0019**

**Conditions:** Given a unit equipped with TOE weapons, attached fire support elements (machine gun teams, antitank teams, TOW squad, BFV), an area of responsibility, and the requirement to regulate the first of all weapon systems assigned or attached to your unit.

**Standards:** Assigned sectors of fire for each individual and crew-served weapon; issued a priority of target engagement appropriate for each weapon system; informed all personnel of current rules of engagement (ROE); and implemented procedures to engage threat targets in your area of responsibility in a timely manner, with the appropriate weapon system, and without causing injury or death to friendly personnel.

### Performance Steps

WARNING Soldiers may be killed or injured when firing weapons. Minimum firing distances, backblast areas, and weapon-specific regulations must be strictly followed.

1. Implement procedures to apply the following principles of fire control:
  - a. Avoid target overkill; conserve ammunition..
  - b. Use each weapon in its intended role.
  - c. Engage targets that offer a high probability of a kill.
  - d. Engage long-range targets first.
  - e. Destroy targets that pose the greatest threat first.
2. Use fire control methods to--
  - a. Maximize the effects of the weapons on the target.
  - b. Achieve mutual support.
  - c. Cover assigned area of responsibility.
  - d. Ensure soldiers' safety from friendly fire.
3. Use the following methods to coordinate and regulate fire.
  - a. Assign sectors of fire. Assign an area for each crew-served weapon, team, or unit to cover by fire. Targets in each assigned sector are the responsibility of the individual(s) assigned to cover the area with fire.
  - b. Assign priority of fires. Tell each soldier, according to weapon assignment, what to fire at, when, and why. This ensures each weapon is used in the role it is best suited for. (For example, Dragon gunners engage light armored vehicles; BFV gunners engage tanks with the TOW and BMPs with the 25-mm; riflemen engage dismounted personnel out to 400 meters.)
  - c. Use target reference points (TRPs). Designate recognizable points on the ground (natural or manmade) to use as reference points when identifying sectors of fire or targets, or to control supporting fires.
  - d. Assign final protective fire areas. Assign final protective lines (FPL) or principal directions of fire (PDF) for machine guns and other automatic crew-served weapons, or ground- or carrier-mounted (MK 19, BFV coaxial, 25-mm, and so on).
4. Use any of the following techniques to communicate when to start, shift, or cease fire:
  - a. Prearranged signals. Use visual or sound signals (pyrotechnics, whistles, horns, detonation of a device, or firing of a weapon), or set a specific time.
  - b. Arm-and-hand signals. Use standard signals when feasible. Remember, personnel must see arm-and-hand signals in order to respond.
  - c. Fire by example. Initiate firing at or in the direction of the intended target, and have the unit or specific weapon system follow your example.
  - d. Fire commands. Some elements of fire commands may be omitted. If any element is omitted, ensure that the unit or crew thoroughly understands the command. Every fire command should contain the target description and execution element as a minimum. (See Tables 1 and 2 for examples of fire command elements.)

**Performance Steps**

<b>ELEMENTS</b>	<b>TOW SQUAD</b>	<b>ANTITANK TEAM</b>	<b>CREW-SERVED WEAPON</b>	<b>UNITS</b>
<b>1. ALERT</b>	FIRE MISSION or SQUAD	FIRE MISSION GUN #1	FIRE MISSION GUN #3	FIRE MISSION, A TEAM, 1ST SQUAD, ETC.
<b>2. DESCRIPTION</b> (Direction optional)	TANK	PC	TRUCK WITH TROOPS	TROOPS
<b>2A. DIRECTION</b> (if used)	FRONT, 11 O'CLOCK (Clock method)	RIGHT FRONT, 2 O'CLOCK (Clock method)	LEFT OF LONE PINE TREE (TRP method)	CENTER OF SECTOR
<b>3. RANGE</b> (in meters)	1,000	600	400	200
<b>4. METHOD OF FIRE</b>	FRONTAL, DEPTH, OR CROSSFIRE (SITUATION DEPENDENT)	SINGLE, PAIR, VOLLEY, OR SEQUENCE (SITUATION DEPENDENT)	SUSTAINED, SEARCH, OR TRAVERSE, OR COMBINATION (SITUATION DEPENDENT)	SUSTAINED, OR UNTIL TARGET IS DEFEATED
<b>4A. TYPE MISSILE</b>	TOW 2 TOW 2A	DRAGON, AT-4		
<b>5. EXECUTION</b>	FIRE, OR AT MY COMMAND	FIRE, OR AT MY COMMAND	FIRE, OR AT MY COMMAND	FIRE, OR AT MY COMMAND
<b>6. CLOSING</b>	CEASE TRACKING or CEASE TRACKING, OUT OF ACTION	CEASE TRACKING or CEASE TRACKING, OUT OF ACTION	CEASE FIRE	CEASE FIRE

Table 1. Examples of fire command elements.

Performance Steps

ELEMENTS	GUNNERY TECHNIQUES	
	BATTLESIGHT	PRECISION
1. ALERT	GUNNER	GUNNER
2. WEAPON/ AMMUNITION	BATTLESIGHT	SABOT HE COAX MISSILE
3. DESCRIPTION	TANK, CHOPPER, TRUCK, TROOPS, PC	PC, TRUCK, TROOPS, TANK
4. DIRECTION (Optional)	SHIFT RIGHT (LEFT), TRP-1 (TRP method) or 2 O'CLOCK (clock method)	SHIFT RIGHT (LEFT), TRP-1 (TRP method) or 2 O'CLOCK (clock method)
5. RANGE (in meters)		600
GUNNER ID*	IDENTIFIED	IDENTIFIED
6. EXECUTION  GUNNER'S RESPONSE*	FIRE, OR AT MY COMMAND  ON THE WAY	FIRE, OR AT MY COMMAND  ON THE WAY
7. CLOSING	CEASE FIRE	CEASE FIRE
*If the BFV gunner cannot identify the target, the Bradley commander (BC) engages the target from his position. The BC announces "From my position, on the way." "Fire" is not announced.		

Table 2. Examples of fire command elements for a BFV.

- (1) Use fire commands to direct the fires of units or key weapons and to place a specific type fire on certain targets. Fire commands for some weapon systems may vary in form because of weapon characteristics. They should identify who is to fire the direction of fire, type of ammunition, type of target, range, and when to fire.
- (2) Correct errors in fire commands by stating CORRECTION, correcting the element in error, and then repeating all elements following the corrected element.
- (3) Use subsequent fire commands to adjust for range or new targets. For example, shift left (or right) up (or down) and designate new target. For subsequent fire commands for a Bradley, use shift left (or right) PC and up (or down) half or full target frame.

**Performance Steps**

- (4) Develop standing operating procedures (SOPs) and drills for certain actions and commands to make fire control more effective.

CAUTION: Dispose of all belt links and spent brass IAW unit SOP.

**Evaluation Preparation:** SETUP: This task should be evaluated during a field training exercise on a live-fire range. Otherwise, assign a defensive position to a fire team, and designate team and individual sectors of fire. Provide appropriate ammunition for the weapons assigned. Target areas should represent various types of targets, such as an enemy column formation, a line formation, or a linear target with depth.

BRIEF SOLDIER: Tell the soldier to have his team engage the various targets and to use the appropriate weapons on the targets.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Assigned individual sectors of fire.	_____	_____
2. Issued a fire command to engage a target.	_____	_____
3. Issued subsequent fire commands, as necessary.	_____	_____
4. Gave the arm-and-hand signals to control fires.	_____	_____
5. Used unit SOP to engage a target. (Graded only if unit has a SOP for team/squad fire.)	_____	_____
6. Used appropriate weapon(s) on target.	_____	_____

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

**References**

**Required**

**Related**

- AR 385-63
- FM 21-75
- FM 23-1
- FM 23-14

**Protect Classified Information and Material**  
**301-371-1052**

**Conditions:** This task can be performed in field and garrison locations under all conditions. Given classified documents and/or material, Army Regulation (AR) 380-5, local Standing Operating Procedures (SOP), Standard Forms (SF) 700, 702, 703, 704, and 705, Department of the Army (DA) form 3964, office equipment and supplies.

**Standards:** Safeguard classified information and material to prevent unauthorized disclosure 100% of the time.

**Performance Steps**

1. Identify classified material.

NOTE: Information Is Any Knowledge That Can Be Communicated Or Documentary Material, Regardless Of Its Physical Form Or Characteristics, That Is Owned By, Produced By Or For, Or Is Under The Control Of The United States Government. Unauthorized Disclosure Is A Communication Or Physical Transfer Of Classified Information To An Unauthorized Recipient.

- a. List the security classification levels.
  - (1) Confidential: Information, which if disclosed to unauthorized persons, could reasonably be expected to cause damage to the national security.
  - (2) Secret: Information, which if disclosed to unauthorized persons, could reasonably be expected to cause serious damage to the national security.
  - (3) Top Secret: Information, which if disclosed to unauthorized persons, could reasonably be expected to cause exceptionally grave damage to the national security.
- b. Define original and derivative classifications.
  - (1) Original Classification - an initial determination that information requires, in the interest of national security, protection against unauthorized disclosure.
  - (2) Derivative Classification - the incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information.

2. Locate and read the declassification and downgrading instructions, which appear on a classified document.

- a. Define declassification and downgrading.
  - (1) Declassification - the authorized change in the status of information from classified information to unclassified information.

NOTE: Information That Already Has Been Declassified And Released To The Public Cannot Be Reclassified.

- (a) At the time of original classification, the original classification authority shall attempt to establish a specific date or event for declassification.
- (b) If a specific date or event for declassification cannot be determined, then information shall be marked for declassification 10 years from date of the original decision.
- (c) The original classification authority may extend the duration of classification for a successive period, not to exceed 10 years at a time.
- (d) At the time of original classification, the original classification authority may exempt for declassification within 10 years specific information that the unauthorized disclosure could reasonably be expected to cause damage to the national security.
- (e) Information shall be declassified as soon as it no longer meets the standards for classification.
- (2) Downgrading - a determination by a declassification authority that information classified and safeguarded at a specific level shall be classified and safeguarded at a lower level.

3. Review information for required identification and markings.

### Performance Steps

NOTE: Classification Markings Will Be In Letters Larger Than Those Used In The Rest Of The Text.

- a. Check the document for required markings:
  - (1) Ensure the overall classification of the document is marked, stamped, or affixed permanently:
    - (a) On the top and bottom of the outside front cover,
    - (b) On the title page,
    - (c) On the first page,
    - (d) On the outside of the back cover.
  - (2) Each interior page, except those left blank, will be marked on the top and bottom according to content, to include Unclassified.
  - (3) Each section, part, paragraph, or similar portion of a classified document will be marked to show the level of classification of the information contained by showing the appropriate classification symbol.
  - (4) Charts, maps, and drawings will bear the appropriate classification marking for the legend, title, or scale block. The higher of these markings shall be inscribed at the top and bottom of each such document.
  - (5) Photographs, films (including negatives), recordings, and their containers will be marked with the specific level of the information contained within.
  - (6) Information used to simulate classified or unclassified material or documents will be marked clearly to indicate the actual unclassified status of the information (e.g. SECRET for Training Purposes Only).
- b. Examine all classified documents for completeness; ensure no parts or pages are missing.
- c. Ensure the following appears on the face of all classified information:
  - (1) The overall classification of the document should be stamped top and bottom.
  - (2) The identity, by name or personal identifier, and position of the original classification authority.
  - (3) The agency and office of origin.
  - (4) Declassification instructions.
  - (5) Reason for classification.

#### 4. Protect classified information through restricted access.

- a. Define Access - the ability or opportunity to gain knowledge of classified information. Access is based on:
  - (1) Security Clearance. Ensure that personal security clearance is equal to or exceeds the classification level of the material required to perform official duties.
  - (2) Need-to-know - a determination made by an authorized holder of classified information that a prospective recipient requires access to specific information in order to perform or assist in a lawful and authorized government function.

NOTE: No One Has A Right To Have Access To Classified Information Solely By Virtue Of Rank Or Position.

- b. Prevent unauthorized persons from gaining access to classified material.
  - (1) Keep all classified documents under constant observation when removed from storage.
  - (2) Keep all documents face down or covered when not in use.
  - (3) Place one of the following cover sheets on all classified material:
    - (a) SF 705 for Confidential information.
    - (b) SF 704 for Secret information.
    - (c) SF 703 for Top Secret information.
- c. Define Special Access Program - a program established for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same classification level.

#### 5. Safeguard Classified Information and Material.

- a. Use proper precautions to protect classified information and material:
  - (1) Safeguard classified information when temporarily departing the work area.
  - (2) Prevent display of classified information in public places.



**Performance Steps**

- (3) Use the following procedures when working papers containing classified information are created:
  - (a) Date the document.
  - (b) Mark the document with the words "Working papers."
  - (c) Mark each page, top and bottom, according to the content classification.
  - (d) Bring working papers under control as a finished document when:
    - (i) Retained more than 90 days from date of origin.
    - (ii) Released outside the originator's agency.
    - (iii) Transmitted electrically or electronically.
    - (iv) Filed permanently.
    - (v) Papers contain top secret information.
  
6. Comply with security regulations when discussing classified information.
  - a. Do not discuss classified and/or sensitive information on an unsecured telephone.
  - b. Use the following procedures when presenting a classified briefing:
    - (1) Ensure that the briefing area has been cleared to the highest level of material to be discussed.
    - (2) Check the attendance roster to ensure all personnel are cleared and have a need-to-know.
    - (3) Establish a sign-in roster at the main entrance to the briefing area and control access at all other entrances.
    - (4) Ensure that all training aids are marked with security classification according to their content.
    - (5) Inform the audience of the security classification of the briefing and the policy concerning note taking at the beginning of the briefing.
    - (6) Repeat the security classification at the end of the briefing.
  - c. Ensure that automated information systems, including networks and telecommunications systems, that collect, create, communicate, compute, disseminate, process, or store classified information must have controls that:
    - (1) Prevent access by unauthorized persons.
    - (2) Ensure the integrity of the information.
  
7. Protect classified information during transport.
  - a. Do not remove classified information from official premises without proper authorizations.
  - b. Protect classified information when transporting outside of a secured area.
    - (1) Address classified information to an official government activity or DOD contractor with a facility clearance and not an individual.
    - (2) Pack classified information in such a manner that the text will not be in contact with the inner envelope or container.
    - (3) Attach or enclose a receipt, DA Form 3964, in the inner envelope or container for all SECRET and TOP SECRET information. CONFIDENTIAL information requires a receipt only if the originator deems it necessary.
    - (4) Double wrap classified information in opaque envelopes or similar wrappings.
      - (a) Mark the inner envelope with the overall classification of the contents, and any special instructions.
      - (b) Mark the inner and outer envelope with the complete sender's and receiver's address.
      - (c) Do not mark the outer envelope with any indications of the contents or the classification.
      - (d) Do not display classified material in public places while transporting.
      - (e) Do not store classified material in any detachable storage compartment, such as automobile trailers or luggage racks while transporting.
  
8. Protect classified information during transmission.
  - a. Transmit classified information and material according to the security classification level, as specified in AR 380-5.

**Performance Steps**

- (1) Transmit classified material by:
    - (a) Approved courier services.
    - (b) US military personnel.
    - (c) Government employees.
    - (d) DOD contractors.
    - (e) US Postal Service.
    - (f) Electronic transmission over secure lines using encryption.
  - b. Ensure the appropriate contracting officer has authorized transmission in writing.
  - c. Ensure TOP SECRET and SECRET classified information remain in constant custody and protection of the courier at all times.
9. Safeguard classified material when in storage.
- a. Store classified information under conditions adequate to prevent unauthorized access.
  - b. Store typewriter ribbons, computer disks, notes, and similar materials which are classified or used to process classified information, in a locked GSA approved security container, when not under the personal control and observation of an authorized person.
  - c. Follow correct procedures when locking material in a GSA approved security container:
    - (1) Complete correctly SF 702 with the proper date, time, and initials.
    - (2) Turn the "OPEN/CLOSED" sign on the front of the security container to the "CLOSED" position.
    - (3) Ensure that another person checks the container to make sure it is locked and initials the SF 702.
10. Use the following procedures when discovering an open or unattended security container.
- a. Keep the container or area under guard or surveillance.
  - b. Notify one of the persons listed on Part 1 of SF 700 attached to the inside of the security container drawer. If one of these individuals cannot be contacted, the duty officer, security manager, or other appropriate official will be notified.
11. Report possible compromise of classified information.
- a. List individual responsibilities in cases of suspected compromise:
    - (1) Any person having knowledge of the loss or possible compromise of classified information will immediately report it to their security manager, S2, or commanding officer.
    - (2) Any person who discovers classified information out of proper control will take custody of the information, safeguard it, and immediately report to their security manager, S2, or commanding officer.
    - (3) The security manager, S2, or commanding officer will initiate a preliminary inquiry to determine the circumstances surrounding the loss or possible compromise of classified information and establish one of the following:
      - (a) The loss or compromise of classified information did not occur.
      - (b) The loss or compromise did occur but the compromise reasonably could not be expected to cause damage to the national security.
      - (c) The loss or compromise of classified information did occur and that the compromise reasonably could be expected to cause damage to the national security.
    - (4) The Security Manager or S2 will report the circumstances of the compromise to the appropriate authority:
      - (a) HQDA (DAMI-CIS) when dealing with SECRET and TOP SECRET information.
      - (b) Commander when dealing with CONFIDENTIAL information.
    - (5) A further investigation may be initiated if warranted.
12. Use proper procedures when destroying classified information.
- a. Destroy classified information in a way sufficient to preclude recognition or reconstruction.
    - (1) Destroy classified information by burning, melting, chemical decomposition, pulping, pulverizing, cross-cut shredding, or mutilation.
    - (2) Burning is the preferred method of destroying classified information.

**Performance Steps**

- b. Complete DA Form 3964 (Record of Destruction) for TOP SECRET information. Records shall be dated and signed at the time of destruction.

**Evaluation Preparation:** Setup: Provide the soldier with the materials listed in the CONDITIONS statement.

Brief Soldier: Tell the soldier to protect the classified material. NOTE TO THE TRAINER: If this task is to be evaluated during training, prepare and provide the soldier material which is classified "FOR TRAINING PURPOSES ONLY". Ensure that the material is marked to this effect. The soldier must get a go on all items to receive a go on this task.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Identified classification of classified material.	—	—
2. Located and read the declassification and downgrading instructions.	—	—
3. Marked documents with all required identification and markings, or correct incorrect markings.	—	—
4. Restricted access to classified information:	—	—
a. Determined the requirement for access before releasing classified material to other persons:		
(1) Determined the need-to-know.		
(2) Determined security clearance.		
b. Prevented unauthorized persons from gaining access to classified material.		
(1) Kept all classified documents under constant observation when removed from storage.		
(2) Kept documents face down or covered when not in use.		
(3) Took appropriate measures when uncleared personnel enter the work area.		
5. Placed appropriate cover sheets on classified material.	—	—
6. Safeguarded classified information and material.	—	—
a. Safeguarded classified information when temporarily departing the work area.		
b. Prevented display of classified information in public places.		
c. Used correct procedures when creating classified working papers.		
7. Complied with security regulations when discussing classified information.	—	—
a. Refrained from classified and/or sensitive information on an unsecured telephone.		
b. Used correct security procedures when presenting a classified briefing.		
c. Used proper controls when using automated information systems.		
8. Protected classified information during transport.	—	—
9. Identified reference delineating correct transmission procedures.	—	—
10. Locked classified material in an appropriate security container, when not in use.	—	—
a. Locked and/or check Security Container.		
b. Initialed and date SF 702.		
c. Turned sign to "CLOSED" position.		
11. Took appropriate action upon discovery of possible compromise of classified information.	—	—

**Performance Measures**

**GO**      **NO GO**

12. Completed DA Form 3964, and determine best destruction method for documents of various classifications.
- a. Listed three methods of destruction.
  - b. Identified the two standards of destruction.

\_\_\_\_\_

\_\_\_\_\_

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

**References  
Required**

**Related  
AR 380-5**

**Supervise the Implementation of Air Defense Measures**  
**441-091-3000**

**Conditions:** You are a leader in a tactical combat situation. Given the concept of operations from your higher headquarters, employ your direct fire weapons as an effective method of defense against attacking enemy aircraft. You will use this method in conjunction with passive air defense techniques and will provide effective air defense protection with or without specific supporting air defense (AD) assets.

**Standards:** Establish and direct your unit's air defense posture. Ensure 100 percent use of available passive defense measures. Plan for employment of all available individual and crew-served weapons capable of being directed against enemy air threats. Ensure hostile targets engaged are either destroyed, neutralized, or suppressed.

**Performance Steps**

1. Prepare and brief unit personnel on each of the following battle data and information:
  - a. Air dimension of the intelligence preparation of the battlefield (IPB) process. (Includes the portion of the IPB process that provides intelligence data.)
    - (1) Threat overview.
    - (2) Estimate hostile air strength.
  - b. Terrain analysis. (Briefs analysis data for friendly elements.)
    - (1) Observation and fields of fire.
    - (2) Air avenues of approach. Air routes of an attacking force.
2. Brief the rules of engagement (ROE). Rules of engagement are the positive and procedural management directives. Specify the circumstances and limitations under which your unit initiates or continues a combat engagement.
  - a. Right of self-defense. When under attack, the right of self-defense takes precedence over any other established rules and procedures that normally govern engagements.
  - b. Hostile criteria. Specify which detected targets and under what circumstances they are considered hostile.
  - c. Air defense warning (ADW). (Provide status of air defense conditions.)
    - (1) ADW Red. Attack by hostile aircraft or missiles is imminent or in progress.
    - (2) ADW Yellow. Attack by hostile aircraft or missiles is probable.
    - (3) ADW White. Attack by hostile aircraft or missiles is improbable.
  - d. Weapon control status (WCS). Describe the relative degree in effect under which the fires of air defense systems are managed:
    - (1) Weapons Free. Fire at any aircraft not positively identified as friendly.
    - (2) Weapons Tight. Fire only at aircraft positively identified as hostile.
    - (3) Weapons Hold. Do not fire except in self-defense or in response to a formal order.
  - e. Local air defense warning (LADW). Provide the LADW status:
    - (1) Dynamite. Air platforms are inbound or are attacking; response is immediate.
    - (2) Lookout. Air platforms are in the area of interest, but are not threatening, or they are inbound with time to react.
    - (3) Snowman. No air platforms pose a threat at this time.
  - f. Method of receiving directed early warning with or without an Air and Missile Defense Officer (AMDO):
    - (1) AMDO disseminates local air defense warning on supported unit net. ("Dynamite! Dynamite! Four Hinds heading East at Phase Line Blue.")
    - (2) Without an AMDO, the unit may monitor the early warning net.
3. Establish air attack warning systems and include search and scan techniques.

**Performance Steps**

- a. Establish visual warnings (hand signal, flag).
- b. Establish audible warnings (vehicle, horn, whistle, siren, and voice).
- c. Position air watch sentries in the unit's area of operation.
- d. Position air guards in a convoy.
- e. Apply search and scan techniques.

4. Enforce passive air defense measures.

Note: Passive air defense measures are all measures, other than active defense, taken to minimize the effects of the hostile air action. Passive defense measures are of two types: attack avoidance and damage, limiting measures that include the use of protective cover, concealment, camouflage, and deception.

- a. Attack avoidance measures. Include concealment, camouflage, and deception.
  - (1) Use available concealment (hiding, blending, and disguising).
  - (2) Use natural and manmade materials for camouflage effectively.
- b. Damage limiting measures (dispersion, protective construction, and use of cover).
  - (1) Use dispersion, protective construction and cover effectively.
  - (2) Select position(s) that cannot be seen from the air.

5. Direct engagement of hostile air targets using combined arms for air defense procedures.

- a. Volume and mass fire.
- b. For correct leads, use football field lengths.
- c. Aiming points for helicopters, fixed-wing aircraft, cruise missiles and unmanned aerial vehicles (UAV).
- d. Firing positions for small arms. Select and use natural and manmade positions.
- e. Aircraft engagement techniques for missile systems.

**Evaluation Preparation:** Evaluate this task during a field exercise, during improved moving target simulator (IMTS) training, or as part of lane training. Provide the soldier with the mission and concept of operations, maps, and overlays for air intelligence preparation of the battlefield (IPB) development and employment of assets. Ensure sufficient equipment is available for passive air defense measure implementation. Provide live air or drone aircraft for target detection, identification, and engagement.

Note: If live air, IMTS, or drone aircraft are not available, aircraft recognition can be performed using aircraft recognition cards or other multi-media techniques.

Brief the Soldier: Tell the soldier that he or she is to plan for and employ all available assets capable of being directed against enemy air threats; fully implement passive air defense measures (in the offense or defense); communicate air defense warnings and weapons control status; and destroy, neutralize, or suppress all enemy air threats.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Prepared and briefed unit personnel on the following battle data and information.	—	—
a. Air dimension of the intelligence preparation of the battlefield (IPB) process. Included the portion of the IPB process that provides intelligence data.		
(1) Threat overview.		
(2) Estimated hostile air strength.		
b. Terrain analysis.		
(1) Observation and fields of fire.		
(2) Air avenues of approach; air routes of, an attacking force.		
2. Briefed ROE to unit prsonnel specifying the circumstances and limitations under which the unit would initiate or continue a combat engagement.	—	—

**Performance Measures**

**GO      NO GO**

- |  |                           |                           |
|--|---------------------------|---------------------------|
| <ul style="list-style-type: none"> <li>a. Right of self-defense. When under attack, the right of self-defense took precedence over any other established rules and procedures that normally governed engagements.</li> <li>b. Hostile target criteria specifying which targets, when detected, were friendly or hostile.</li> <li>c. ADW in effect.</li> <li>d. WCS in effect.</li> <li>e. LADW in effect.</li> <li>f. Methods of disseminating early warning information and data.</li> </ul>   | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>3. Directed establishment of an air attack warning system.</p> <ul style="list-style-type: none"> <li>a. Established visual warnings.</li> <li>b. Established audible warnings.</li> <li>c. Positioned air watch sentries.</li> <li>d. Performed search and scan procedures.</li> </ul>   | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>4. Enforced passive air defense measures using:</p> <ul style="list-style-type: none"> <li>a. Attack avoidance measures.               <ul style="list-style-type: none"> <li>(1) Used concealment principles.</li> <li>(2) Used available concealment .</li> <li>(3) Used natural and manmade materials for camouflage effectively.</li> </ul> </li> <li>b. Damaged limiting measures.               <ul style="list-style-type: none"> <li>(1) Selected positions with natural covering.</li> <li>(2) Used dispersion, protective construction, and cover effectively.</li> </ul> </li> </ul> | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |
| <p>5. Directed engagements of hostile aircraft using combined air defense procedures.</p> <ul style="list-style-type: none"> <li>a. Applied proper engagement procedures.               <ul style="list-style-type: none"> <li>(1) Volume and massing fire.</li> <li>(2) Football field technique.</li> <li>(3) Ensured proper aiming points were used for flight directions of hostile aircraft.</li> </ul> </li> <li>b. Applied firing positions for small arms.</li> <li>c. Applied aircraft engagement techniques for missile systems.</li> </ul>  | <p>_____</p> <p>_____</p> | <p>_____</p> <p>_____</p> |

**Evaluation Guidance:** Score the soldier GO if he passes all performance measures. Score the soldier NO-GO if he fails any steps. If the soldier fails any step, explain or show what was done wrong and how to perform the step(s) correctly.

**References**

**Required**

**Related**

- FM 20-3
- FM 34-130
- FM 44-100
- FM 44-8
- FM 44-80
- FM 5-103

Subject Area 22: Unit Operations

**Conduct a Tactical Road March**

**071-326-3013**

**Conditions:** As an acting platoon sergeant/platoon leader, given a platoon with TOE weapons, personnel, equipment, operational vehicles with BII, a 1:50,000 military map of the road march area, a warning order, and an overlay of your route; a requirement to maintain radio listening silence until detected or engaged or until a SPOTREP/STATREP must be sent.

**Standards:** Within the time allowed in the warning order, conducted a tactical road march from one point to an assembly area, planned, organized, controlled the road march and secured the assembly area.

**Performance Steps**

1. Control actions in assembly area.
  - a. Quartering party NCO guides section/platoon into area
  - b. Clear section/platoon release point quickly.
  - c. Ensure one man for each vehicle mans crew served weapon, monitors radio, and observes. vehicle sector.
  - d. Set up OPs.
  - e. Check primary positions and sectors; adjust if necessary.
  - f. Camouflage positions.
  - g. Start rest plan.
  - h. Ensure range cards are prepared.
  - i. Locate troop command post.
  - j. Coordinate with flank elements.
  - k. Select and prepare alternate positions.
  - l. Prepare the platoon fire plan, brief the vehicles commanders, and send a copy of the fire plan to troop commander.
  - m. Ensure maintenance is performed.
  - n. Check personnel and equipment status; report to team/troop commander.
  - o. Resupply.
  - p. Check security.
2. Plan sequence for a tactical road march.
  - a. Prepare and issued the warning order.
  - b. Prepare an estimate of the situation.
  - c. Organize and dispatched reconnaissance and quartering parties IAW unit SOP.
  - d. Prepare detailed movement plans.
    - (1) Organize the march.
    - (2) Review reconnaissance information.
  - e. Prepare and issue the complete march order.
3. Issue the march order. The order includes the following:
  - a. Destination (map).
  - b. Route of march (map).
  - c. Location of start point (SP), critical points, and release point (map).
  - d. Start point time.
  - e. March interval (in meters).
  - f. March speed.
  - g. Catch-up speed.
  - h. Time to leave present position.
  - i. Order of march.
4. Organize the march as provided in the following paragraphs.



**Performance Steps**

- a. March columns containing three elements: head, main body, and trail.
    - (1) The head was the first vehicle of the column and set the pace.
    - (2) The main body was made up of the major elements of column serials and march units.
    - (3) The trail party followed the march column and included personnel and equipment needed for emergency vehicle repair and recovery, medical aid and evaluation, and unscheduled refueling.
  - b. Ensure that vehicle commanders assign sectors of observation so that there is 360-degree observation around their vehicles. Ensured each vehicle commander designated an air guard to provide air security.
5. Control the march as provided below:
- a. Follow the route specified in the warning order.
  - b. Enter the route of march at the SP.
  - c. Adjust the march at critical points if movement is slow or difficult or when vehicles lose their way.
  - d. Release sections to their mission responsibilities.
  - e. Ensure the march and catchup speeds are as specified in the warning order.
  - f. Maintain the order of march. This include the order of squads in the column and the vehicles in each section.
  - g. Maintain the march interval.
  - h. Close the column intervals during periods of limited visibility.
  - i. Open the column during periods of good visibility.
6. Control actions at halts.
- a. Establish security off-road (when possible).
  - b. Man weapons and radio on each vehicle; ensure each vehicle sector is observed.
  - c. Maintain air guard.
  - d. Dismount OP if visibility is poor.
  - e. Post guides to help other traffic pass.
  - f. Determine cause of unscheduled halts
  - g. Eliminate cause of halt.
  - h. Report status to platoon leader/troop commander.
  - i. Ensure maintenance is performed at scheduled halts.

**Evaluation Preparation:** SETUP: At the test site, provide all equipment and materials given in the task conditions statement and the opportunity to issue a warning order. The task is performed along the specified route within the time allowed in the warning order. This task is performed as part of field training exercises.

**BRIEF SOLDIER:** You are required to conduct a tactical road march using the equipment stated in the task conditions statement and route specified in your warning order.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Conducted each step in the planning sequence for a tactical road march.	—	—
2. Ensured all required actions in the assembly area were performed.	—	—
3. Issued the march order in its entirety.	—	—
4. Identified two of the three elements of the march columns.	—	—
5. Organized the march.	—	—
6. Ensured all actions at halts were performed.	—	—

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

**References**

**Required**

FM 17-95

FM 7-7

FM 7-7J

FM 7-8

**Related**

**Conduct a Route Reconnaissance Mission**  
**071-326-5805**

**Conditions:** Given a platoon, a 1:50,000 map of the area of operation, and a mission to conduct a route reconnaissance.

**Standards:** Planned and conducted a route reconnaissance well enough to:

1. Organized the platoon to conduct the reconnaissance mission.
2. Used movement techniques appropriate for the likelihood of enemy contact.
3. Obtained necessary information concerning the conditions, obstacles, critical terrain features, and enemy along the assigned route.

**Performance Steps**

1. Planned the reconnaissance. Received the order.
  - a. Issued a warning order
  - b. Gathered information and prepared an operations order based on the factors of METT-T-C.
  - c. Ensured the plan was as detailed as possible and included the exact information to be obtained, the time by which the information is to be reported, where the information is to be reported, where the information is to be sought, action to be taken upon enemy contact, and when the mission is to be executed. Essential details included:
    - (1) Pertinent information on the enemy, friendly troops, and the area of operations.
    - (2) Proposed plans of higher commands, to include anticipated traffic flow along the route and types of vehicles to be employed.
    - (3) Pertinent information on the enemy, friendly troops, and the area of operations.
    - (4) Proposed plans of higher commands, to include anticipated traffic flow along the route and types of vehicles to be employed.
    - (5) When, where and how information is to be reported.
    - (6) Time of departure.
    - (7) Appropriate control measures.
    - (8) Action to be taken when the mission is completed.
    - (9) Special equipment requirements.
    - (10) Terrain considerations: Existing routes and their physical characteristics
      - (a) Gradients of slope and radii of curvature.
      - (b) Bridges.
      - (c) Vehicular fording, ferrying, and swimming sites.
      - (d) Tunnels, under passes, and similar obstructions to traffic flow.
      - (e) Artificial obstacles, such as areas of chemical, biological, and radiological contamination, roadblocks, craters, and minefields.
      - (f) Rock falls and slide areas.
      - (g) Drainage.
      - (h) Other natural or manmade features, such as wooded and built-up areas, that may affect movement.
2. Supervised the preparation of the route reconnaissance. Ensured soldiers:
  - a. Maintained equipment to vehicles and weapons.
  - b. Conducted Inspections.
  - c. Conducted rehearsals.
  - d. Issued the order
  - e. Ensured rest plan was followed
3. Controlled the Route reconnaissance..
  - a. Ensured reconnaissance commenced from the flanks or rear when no reconnoitering areas along the route that were likely to be defended by enemy detachments, such as bridge approaches, defiles, or buildup areas. Detailed observation preceded actual reconnaissance, and approach routes were checked for mines, booby traps, and signs of ambush.

**Performance Steps**

- b. Ensured when time was available, dismounted personnel were sent forward first, covered by the remaining elements of the unit. The number of dismounted personnel sent forward depended on the size of objective and on available approaches, cover, and concealment. If the dismounted patrols found that the near edge of the area is clear, the remainder of the unit moved quickly forward. The dismounted patrols then continued the reconnaissance, over watched and followed closely by the remainder of the unit.
  - c. When conducting a mounted reconnaissance, part of the unit remained mounted and moved forward cautiously but rapidly, over watched by the remaining mounted elements. If the near edge of the area was clear, the over watching elements moved forward quickly and the advanced continued.
4. When conducting reconnaissance by fire the following procedures were followed.
- a. Reconnaissance by fire was accomplished by firing on likely or suspected enemy positions in an attempt to remove camouflage and to cause the enemy to disclose his presence by movement or return fire. During reconnaissance by fire, positions being reconnoitered were be observed continuously so that enemy activity can be quickly and definitely located.
  - b. Reconnaissance by fire was employed by route reconnaissance teams as a security measure when time was critical and the loss of surprise was not essential.
  - c. If the enemy returned the fire, the situation was further developed. If the fire was not returned, reconnaissance continued. Caution was exercised, to ensure the presence of a well-disciplined enemy was not overlooked.

**Evaluation Preparation:** SETUP: At the test site, provide all personnel, equipment, and material given in the task condition statement.

BRIEF SOLDIER: Tell the soldier that he is to plan and conduct a route reconnaissance using proper movement techniques for the likelihood of enemy contact, gather information about enemy forces along the assigned route, and critical terrain features.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Planned reconnaissance based on the intelligence requirement.	—	—
2. Issued the plan for the mission.	—	—
3. Conducted hasty or deliberate reconnaissance based on time available and detail requirements.	—	—
4. Used reconnaissance by fire when permitted by the tactical situation.	—	—
5. Avoided decisive engagement with enemy forces.	—	—
6. Used proper movement techniques during the route reconnaissance.	—	—
7. Reported all items of military significance.	—	—

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

**References**

<b>Required</b>	<b>Related</b>
FM 17-95	
FM 5-170	
FM 71-1	
FM 7-20	
FM 7-7	

**References**  
**Required**  
FM 7-7J  
FM 7-8

**Related**

**Prepare a Situation Map**  
**071-332-5021**

**Conditions:** In a combat environment, given the tactical situation.

**Standards:** Included the following elements on the situation map:

1. All military symbols IAW the current the FM.
2. The enemy situation depicted in red or with double lines.
3. Control measures.
4. Location of the command post and/or command group.
5. Location of all maneuver elements.
6. Location of reserves.

**Performance Steps**

1. Depict the control measures.
2. Depict the command post and/or the command group location.
3. Depict the location of the maneuver elements.
4. Depict the location of the reserve.
5. Determine the classification.

**Evaluation Preparation:** SETUP: At the test site, provide a copy of the operation order, map board, map, marking pens, overlay paper, coordinate scale, unit SOP, and FM.

BRIEF SOLDIER: Tell the soldier that he must prepare a situation map. The situation map must be prepared IAW FM 1-02 and the unit SOP.

**Performance Measures**

1. Depicted the control measures.
2. Depicted command post and/or command group location.
3. Depicted the location of the maneuver elements.
4. Depicted the location of the reserve.
5. Determined classification.

<u>GO</u>	<u>NO GO</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

**References**  
**Required**

**Related**  
FM 101-5  
FM 101-5-1

## **Conduct an Area Reconnaissance by a Platoon**

### **071-720-0015**

**Conditions:** Given a 1:50,000 map, a lensatic compass, and a mission to conduct an area reconnaissance within a specified time.

**Standards:** Satisfactorily performed the following within the time specified by the commander:

1. Organized the platoon into the command, reconnaissance, and security elements needed to accomplish the mission.
2. Conducted a reconnaissance using the surveillance or vantage-point method.
3. Obtained and reported information about the terrain and enemy within the specified area.
4. Entered and left the target area without being detected by the enemy.

### **Performance Steps**

1. Estimated the situation. When the reconnaissance mission was received, developed an estimate of the situation. Based the estimate on current intelligence about the enemy in the vicinity of the target area, and on the capabilities of the unit. While planning for the mission, had the unit prepare for the mission also. Tailored the organization to best support the mission. The reconnaissance element of a platoon will normally be no larger than a squad.
2. Developed the overall plan with a consideration of the following factors:
  - a. Intelligence. All reconnaissance operations must be based on the best information available as to actual conditions in the objective area.
  - b. Deceptive measures. The success of reconnaissance operations will be determined, to a large extent, on deception measures and on undetected infiltration and exfiltration.
  - c. Use of the smallest unit possible to accomplish the mission. This decreases the possibility of enemy detection. Though only a small element reconnoiters, the parent unit must be large enough to provide security or support if the reconnaissance is detected or the element is engaged by an enemy force.
  - d. Remaining undetected. The unit used stealth, camouflage, concealment, and sound and light discipline. These techniques allow the unit to take advantage of periods of limited visibility to avoid contact and to get near or on the objective.
  - e. Use of surveillance, target acquisition, and night observation (STANO) devices. The unit makes use of STANO devices to help it move and gain information about the enemy. Based on intelligence reports, consideration must be given to the enemy's detection devices. When the enemy may have detection devices, passive devices should be used to decrease the probability of enemy detection.
  - f. Rehearsals. After intelligence has been analyzed, the plan developed, special items of equipment procured and issued, and the troops briefed, the unit rehearses the plan. This rehearsal is a key factor that enhances the probability of the success of the operation. Rehearsals are as detailed as time will allow and include dry runs and briefings with repetition and questioning as needed to ensure understanding of the plan. Contingency plans are also rehearsed; these plans must be repeated by the reconnaissance members to ensure they are understood.
  - g. Minimizing audio and electronic communications. Constraints on communication depend upon enemy detection abilities and upon how time sensitive the information obtained from the enemy is. There may be instances where the importance of the information may require an immediate report. The unit's existence could be threatened. Often, a one time radio contact during the mission is necessary.





**Performance Steps**

- (2) When the terrain does not allow the platoon to secure the objective area, the platoon leaves a security element at the ORP and uses reconnaissance and security (R&S) teams to reconnoiter the objective. These teams move to different surveillance points or vantage points, from which they reconnoiter the objective. Once the objective has been reconnoitered, the R&S team returns to the ORP, shares the information, and returns to friendly lines.

**Evaluation Preparation:** SETUP: At the test site, provide all equipment and material given in the task condition statement.

BRIEF SOLDIER: Tell the soldier to organize and conduct an area reconnaissance using the surveillance or vantage point method. Obtain and report any information about the terrain and enemy within the specified area. Tell the soldier to complete the mission within the time specified by the commander. You will act as the battalion intelligence officer (S2) to provide answers to any questions the soldier may ask.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Established a plan of action based on the mission and the enemy situation.	—	—
2. Conducted a reconnaissance.	—	—
3. Conducted deceptive measures during infiltration and exfiltration.	—	—
4. Used smallest unit required to conduct the reconnaissance.	—	—
5. Applied stealth, camouflage, and concealment techniques along with noise and light discipline to avoid detection.	—	—
6. Conducted pre-mission inspection and rehearsal.	—	—
7. Used the correct size command and control group for the mission.	—	—
8. Used correct movement techniques during the mission.	—	—
9. Used correct security techniques during the mission.	—	—

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

**References**

- Required**  
 FM 7-7  
 FM 7-7J  
 FM 7-8

**Related**

**Plan Tactical Re-Supply Operations**  
**101-92Y-0002**

**Conditions:** Given a higher headquarters operation plan/order (OPLAN/OPORD), service support plan/order and the requirement to analyze the order/plan determine the anticipated ammunition, supply and service requirements; receive, consolidate and forward all logistical reports; select appropriate supply technique to support the plan/order; distribute and cross level supplies based on commander's priorities. Given troop list, equipment density list, Field Manuals 101-5, 101-10-1/2, Common Tables of Allowance 50-900, 50-909, 50-970 or Operations Logistics Planner software, and unit's local standing operating procedures (SOP).

**Standards:** Develop a service support plan/order for tactical resupply operations IAW FM 101-5.

**Performance Steps**

1. Review the higher headquarters OPLAN/OPORD.
  - a. Review task organization for troop units.
  - b. Review the situation requirements for the operation.
  - c. Review the mission paragraph for combat service support implications and requirements.
  - d. Review the execution paragraph and concept of operation.
  - e. Review the coordinating instructions subparagraph.
  - f. Review the service support paragraph.
    - (1) Identify availability of specific classes of supply that might impact on the mission.
    - (2) Determine supply point locations.
    - (3) Identify medical evacuation and hospitalization requirements to include procedures to be used for chemical casualties.
    - (4) Identify transportation capabilities, requirements, and shortages.
    - (5) Identify maintenance capabilities, requirements, and location of facilities, collection points, and priority of maintenance for combat systems.
    - (6) Identify the personnel services available and location of sites.
    - (7) Identify the field services available and location of sites.
    - (8) Identify civilian labor and host nation support available.
  - g. Identify command and signal requirements for logistics planning applications.
  - h. Review the acknowledgment of the OPLAN/OPORD.
  
2. Determine requirements for all classes of supply and transportation.
  - a. Prepare a logistics support forecast for all classes of supplies.
    - (1) Determine unit's personnel strength and replacement data for actual or estimated combat losses.
    - (2) Determine the equipment on hand quantity.
      - (a) Estimate combat losses.
      - (b) Estimate equipment replenishment.
  - b. Compute the Class I requirements based on assigned personnel strength and mission.
    - (1) Compute the Class I requirements based on type of rations, climatic conditions, terrain, combat intensity and weather.
    - (2) Determine rations by type to support the mission.
    - (3) Compute the resupply for Class I based on consumption rate.
    - (4) Determine storage space requirements for Class I.
    - (5) Determine transportation requirements necessary to move the Class I.
    - (6) Identify transportation shortfall for moving Class I.
  - c. Compute Class II requirements based on the basis of issue allowances in the Common Table of Allowances.
  - d. Compute Class III bulk fuel and packaged products requirements based on equipment on hand.

**Performance Steps**

- (1) Compute the Class III bulk fuel requirements based on the type equipment on hand in the unit.
  - (a) Compute the mobile gasoline (MOGAS) requirements based on the equipment on hand.
  - (b) Compute the diesel requirements based on the equipment on hand.
  - (c) Compute the JP8 fuel requirements based on the multi-fuel equipment on hand.
  - (d) Compute the kerosene requirements based on the type of heaters on hand.
  - (e) Compute the aviation gasoline (JP8) requirements based on the type aircraft on hand.
  - (f) Determine transportation requirements to move Class III bulk fuel.
  - (g) Identify transportation shortfall for moving Class III bulk fuel.
  - (h) Determine storage requirements for Class III bulk fuel.
- (2) Compute the Class III packaged products requirements based on the type of equipment on hand.
  - (a) Verify quantity on hand.
  - (b) Determine transportation requirements to move Class III package products.
  - (c) Identify transportation shortfall for moving Class III package products.
  - (d) Determine storage requirements for Class III package products.
- e. Compute Class IV requirements based on the mission needs, unit local SOP and allowances in the Common Table of Allowances.
  - (1) Verify quantity on hand.
  - (2) Determine storage requirements for Class IV.
  - (3) Determine transportation requirements necessary to move Class IV.
  - (4) Identify transportation shortfall for moving class IV.
- f. Compute the Class V requirements based on the required supply rate (RSR) for the type of mission, and the type and number of weapons on hand for one day.
  - (1) Determine the Class V required to support the mission.
  - (2) Identify the procedures to request for emergency ordnance detachment (EOD) support.
  - (3) Determine the storage space required for Class V requirements.
  - (4) Determine transportation requirements necessary to move Class V.
  - (5) Determine if a transportation shortfall exists.
- g. Compute the Class VI requirements based on personnel assigned or attached.
  - (1) Compute the number of health and comfort packs (type II) required based on the number of females assigned.
  - (2) Compute the number of health and comfort packs (type I) requirements based on the total number of personnel assigned.
  - (3) Determine the storage space required for the health and comfort packs.
  - (4) Determine transportation requirements necessary to move Class VI.
  - (5) Determine if transportation shortfall exists.
- h. Determine the Class VII major end item requirements and command controlled items.
  - (1) Compute the Class VII major end items resupply based on battle loss reports.
  - (2) Verify the weapons systems status (WESS) report for battle loss.
  - (3) Plan for allocation of replacement ready-to-fight weapons systems to units to support the mission.
  - (4) Plan for issue of ready-to-fight weapons systems plus crews.
  - (5) Determine number of ready weapon systems available for issue.
- i. Determine the Class VIII requirements.
  - (1) Compute the Class VIII requirements based on the number of pounds per man per day.
  - (2) Verify quantity of Class VIII items on hand.
  - (3) Coordinate storage requirements for Class VIII items with medical personnel.
  - (4) Determine transportation requirements to move Class VIII.
  - (5) Identify transportation shortfall for moving Class VIII.
- j. Compute the Class IX requirements based on demand history.
  - (1) Determine storage requirements for Class IX.
  - (2) Determine transportation requirements necessary to move Class IX.

### Performance Steps

- (3) Identify transportation shortfall for moving Class IX.
  - k. Determine the requirement for miscellaneous items which are not one of the 10 supply classes (captured material, and salvage material).
  - l. Determine the methods of resupply for specific classes of supplies.
    - (1) Identify the method of supply
      - (a) Establish amount and mix requirement for Logistics Packages (LOGPACs) based on situations.
      - (b) Determine the transportation requirements to move LOGPACs.
      - (c) Coordinate supply of LOGPACs.
        - (1.) Coordinate the service station resupply point.
        - (2.) Coordinate the tailgating resupply point.
        - (3.) Coordinate logistics package return instructions.
    - (2) Coordinate the on hand, due in and cached resupply of Class I, III, IV and V.
    - (3) Determine the need for cross leveling of supplies internally.
    - (4) Coordinate emergency resupply from the combat trains.
    - (5) Coordinate the distribution method for supplies.
      - (a) Identify supply point distribution location.
      - (b) Identify unit distribution location.
      - (c) Identify refuel on the move locations for Class III bulk fuel.
    - (6) Identify the types of loads required to support combat operations.
    - (7) Determine storage requirements for resupply of Class I, III, IV and V.
    - (8) Determine transportation requirements necessary for resupply for Class I, IV and V.
  - m. Identify organic transportation capabilities.
  - n. Identify the type of transportation required.
  - o. Identify transportation shortfalls.
  - p. Request additional transportation support.
  - q. Identify the traffic controls that may be necessary to the operation.
  - r. Post the Main Supply Route (MSR) and Alternate Supply Route (ASR) to the supply points locations on the service support plan overlay.
  - s. Post the Drop Zone (DZ) and Landing Zone (LZ) to the supply points locations on the service support plan overlay.
  - t. Prepare the service support paragraph to the service support plan.
3. Determine requirements for water and field services.
- a. Compute water requirements based on assigned personnel, unit equipment, and services to be provided.
    - (1) Determine the water requirements for drinking water.
    - (2) Determine the water requirements for personal hygiene.
    - (3) Determine the water requirements for meal preparation, kitchen sanitation.
    - (4) Determine the water requirements to operate shower and laundry site.
    - (5) Determine water requirements for medical services and medical facilities.
  - b. Determine water requirements for maintenance and care of equipment.
  - c. Determine water requirements for other support requirements.
    - (1) Determine water requirements for engineer construction support.
    - (2) Determine water requirements for Nuclear Biological Chemical (NBC) conditions Mission Oriented Protective Posture (MOPP) 3 and 4.
    - (3) Determine water requirements for NBC decontamination procedures.
  - d. Determine the locations for mortuary affairs, showers, laundry services and fabric repair.
  - e. Post water and services graphics information to service support matrix and overlay.
  - f. Prepare the service paragraph to the service support plan.
4. Determine labor requirements
- a. Determine civilian and enemy prisoner of war labor capabilities.
  - b. Allocate and set priorities for available labor.

**Performance Steps**

- c. Determine transportation requirements to move the labor force.
  - d. Identify transportation shortfalls.
5. Determine maintenance requirements.
    - a. Verify the priority of maintenance support for air, ground, and watercraft.
    - b. Verify the support maintenance facilities and salvage collection points for equipment.
    - c. Identify the controlled exchange, and cannibalization points.
    - d. Verify the maintenance evacuation procedures.
    - e. Identify maintenance capability shortfalls.
    - f. Post maintenance, controlled exchange, and cannibalization points to service support matrix and overlay.
    - g. Prepare the maintenance paragraph to the service support plan.
  6. Determine requirements for medical evacuation and hospitalization.
    - a. Identify the medical evacuation policy/procedure.
    - b. Identify treatment and hospitalization facilities.
    - c. Identify other services information for all other combat health support matters.
      - (1) Identify the dental facilities and locations.
      - (2) Identify preventative medicine support and facilities location.
      - (3) Identify the health service logistics support and facilities location.
      - (4) Identify the combat stress control support and facilities location.
      - (5) Identify the veterinary support facilities and location.
    - d. Identify the procedures used for chemical casualties.
    - e. Determine the transportation requirements necessary to return troops to duty.
    - f. Post hospital locations and information to service support matrix and overlay.
    - g. Prepare the medical evacuation and hospitalization paragraph to the service support plan.
  7. Determine personnel services requirements.
    - a. Identify personnel services support (PSS) requirements.
      - (1) Identify the installation location and operating hours if applicable.
      - (2) Identify the personnel service support operating units and area served.
      - (3) Identify the personnel rotation criteria.
      - (4) Identify the unit responsibility for movement or administration of personnel.
    - b. Identify maintenance of unit strength requirements.
      - (1) Identify instructions for submission of strength reports.
      - (2) Identify instructions for replacement of personnel.
    - c. Identify casualty operations requirements.
      - (1) Identify instructions for recording casualty information.
      - (2) Identify instructions for reporting casualty information.
      - (3) Identify instructions for verifying casualty information.
      - (4) Identify instructions for processing casualty information.
    - d. Identify personnel management requirements.
      - (1) Identify instructions for military personnel.
      - (2) Identify instructions for civilian personnel.
      - (3) Identify instructions for EPW's, civilian internees/detainees.
    - e. Identify discipline, law and order requirements.
    - f. Identify headquarters management requirements.
    - g. Identify miscellaneous personnel administrative matters.
    - h. Post locations and information to service support matrix and overlay.
    - i. Prepare the personnel services paragraph to the service support plan.
  8. Identify foreign/host nation support concepts.
    - a. Identify plans for forecasted support.
    - b. Identify plans for unforecasted support.
    - c. Post foreign/host nation support information to service support matrix overlay.

**Performance Steps**

9. Identify coordinating instructions.
  - a. Identify boundaries needed for combat service support purposes.
  - b. Identify protection measures for CSS units or installations.
    - (1) Identify which units will provide protection based on threat level.
    - (2) Identify which CSS units will or installations will receive protection.
  - c. Identify special reports not included in previous paragraphs.
  - d. Identify other CSS matters not included in previous paragraphs.
  - e. Identify time and/or conditions under which the plan is to be executed.
  - f. Post coordinating instructions to service support matrix and overlay.

Evaluation Preparation: This task can be evaluated during routine unit operations.

Brief Soldier: Inform soldier that the evaluation is measured on the ability to perform the listed performance measures.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Reviewed the higher headquarters OPLAN/OPORD.	_____	_____
a. Reviewed task organization for troop units.		
b. Reviewed the situation requirements for the operation.		
c. Reviewed the mission paragraph for combat service support implications and requirements.		
d. Reviewed the execution paragraph and concept of operation.		
e. Reviewed the coordinating instructions subparagraph.		
f. Reviewed the service support paragraph.		
g. Identified command and signal requirements for logistics planning applications.		
h. Reviewed the acknowledgement of the OPLAN/OPORD.		
2. Determined requirements for all classes of supply and transportation.	_____	_____
a. Prepared a logistics support forecast for all classes of supplies.		
b. Computed the Class I requirements based on assigned personnel strength and mission.		
c. Computed Class II requirements based on the basis of issue allowances in the Common Table of Allowances.		
d. Computed Class III bulk fuel and packaged products requirements based on equipment on hand.		
e. Computed Class IV requirements based on the mission needs, unit local SOP and allowances in the Common Table of Allowances.		
f. Computed the Class V requirements based on the required supply rate (RSR) for the type of mission, and the type and number of weapons on hand for one day.		
g. Computed the Class VI requirements based on personnel assigned or attached.		
h. Determined the Class VII major end item requirements and command controlled items.		
i. Determined the Class VII requirements.		
j. Computed the Class IX requirements based on demand history.		
k. Determined the requirement for miscellaneous items which are not one of the 10 supply classes (captured material, and salvage material).		
l. Determined the methods of resupply for specific classes of supplies.		
m. Identified organic transportation capabilities.		
n. Identified transportation shortfalls by nodes.		
o. Identified the type of transportation required.		
p. Requested additional transportation support.		
q. Identified the traffic controls that may be necessary to the operation.		

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
<ul style="list-style-type: none"> <li>r. Posted the Main Supply Route (MSR) and Alternate Supply Route (ASR) to the supply points locations on the service support plan overlay.</li> <li>s. Prepared the logistics annex (service support) to operation order.</li> </ul>		
3. Determined requirement for water and field services. <ul style="list-style-type: none"> <li>a. Computed water requirements based on assigned personnel, unit equipment, and services to be provided.</li> <li>b. Determined water requirements for maintenance and care of of equipment.</li> <li>c. Determined water requirements for other support requirements.</li> <li>d. Determined the water requirements for mortuary affairs.</li> <li>e. Posted water and services graphics information to service support matrix and overlay.</li> <li>f. Prepared the service paragraph to the service support plan.</li> </ul>	—	—
4. Determined labor requirements. <ul style="list-style-type: none"> <li>a. Determined civilian and enemy prisoner of war labor capabilities.</li> <li>b. Allocated and set priorities for available labor.</li> <li>c. Determined transportation requirements to move the labor force.</li> </ul>	—	—
5. Determined maintenance requirements. <ul style="list-style-type: none"> <li>a. Verified the priority of maintenance support for air, ground, and watercraft.</li> <li>b. Verified the support maintenance, facilities and salvage collection points for equipment.</li> <li>c. Identified the controlled exchange, and cannibalization point.</li> <li>d. Verified the maintenance evacuation procedures.</li> <li>e. Identified maintenance capability shortfalls.</li> <li>f. Posted maintenance, controlled exchange, and cannibalization points to service support matrix and overlay.</li> <li>g. Prepared the maintenance paragraph to the service support plan.</li> </ul>	—	—
6. Determined requirements for medical evacuation and hospitalization. <ul style="list-style-type: none"> <li>a. Identified the medical evacuation policy.</li> <li>b. Identified treatment and hospitalization procedures.</li> <li>c. Identified other services information for all other combat health support matters.</li> <li>d. Identified the procedures used for chemical casualties.</li> <li>e. Determined the transportation requirements necessary to return troops to duty.</li> <li>f. Posted hospital locations and information to service support matrix overlay.</li> <li>g. Prepared the medical evacuation and hospitalization paragraph to the service support plan.</li> </ul>	—	—
7. Determined personnel services requirements. <ul style="list-style-type: none"> <li>a. Identified personnel services support (PSS) requirements.</li> <li>b. Posted location and information to service support matrix and overlay.</li> <li>c. Prepared the personnel services paragraph to the service support plan.</li> </ul>	—	—
8. Identified foreign/host nation support concepts. <ul style="list-style-type: none"> <li>a. Identified plans for forecasted support.</li> <li>b. Identified plans for unforecasted support.</li> <li>c. Posted foreign/host nation support information to service support matrix and overlay.</li> </ul>	—	—
9. Identified coordinating instructions. <ul style="list-style-type: none"> <li>a. Identified boundaries needed for combat service support purposes.</li> <li>b. Identified protection measures for CSS units or installations.</li> <li>c. Identified special reports not included in previous paragraphs.</li> </ul>	—	—

**Performance Measures**

**GO    NO GO**

- d. Identified other CSS matters not included in previous paragraphs.
- e. Identified time and/or conditions under which the plan is to be executed.
- f. Posted coordinating instructions to service support matrix and overlay.

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

**References**

**Required**

CTA 50-900  
CTA 50-909  
CTA 50-970  
FM 101-10-1/2  
FM 101-5

**Related**

AR 710-2  
DA PAM 710-2-1  
FM 100-10  
FM 100-5  
FM 101-5  
FM 101-5-1  
FM 10-27-4



## Identify Intelligence and Electronic Warfare (IEW) Assets

**301-371-1150**

**Conditions:** Given the OPLAN, operational overlay, current enemy situation and a map of the area.

**Standards:** Identify the types of intelligence and electronic warfare (IEW) support available and how they are integrated into the combined arms team.

### Performance Steps

1. Identify the four major tasks that make up the IEW mission.
  - a. Situation Development.
  - b. Target Development.
  - c. Electronic Warfare (EW).
  - d. Counterintelligence (CI).
  
2. Determine the role of Situation Development.
  - a. Locate enemy forces.
  - b. Determine enemy capabilities, vulnerabilities and intentions.
  - c. Identify the enemy main effort.
  - d. Determine how weather and terrain will affect friendly and enemy operations.
  - e. Detect opportunities to exploit enemy weaknesses and seize or retain the initiative.
  
3. Determine the role of Target Development.
  - a. Provide combat information.
  - b. Provide targeting data.
  - c. Correlate target information.
  
4. Determine the role of EW.
  - a. Define EW.
    - (1) EW is the means through which commanders protect their own electronic systems while attacking those of the enemy.
    - (2) EW exploits, disrupts and deceives enemy command and control while protecting friendly use of communications and non-communications systems.
    - (3) On the battlefield it is divided into two categories: offensive and defensive.
  - b. Define Electronic Attack (EA).
    - (1) Offensive EW is referred to as EA.
    - (2) EA is the transmission of electronic jamming signals which disrupt the enemy's communications and other signal emitter systems. It also transmits false communications which deceive enemy forces through their own information collection systems.
    - (3) EW assets are targeted in much the same way as artillery and other weapon systems.
    - (4) EA includes jamming and deception.
  - c. Define Electronic Warfare Support (ES).
    - (1) Enemy sources of radiated electromagnetic energy are searched for, located and identified through a process called (ES).
    - (2) ES focuses on the immediate requirements of the tactical commander.
    - (3) ES includes the efforts to search, identify, intercept and locate electronic emitters.
  - d. Define Electronic Protection (EP).
    - (1) Defensive EW seeks to protect friendly use of the electromagnetic spectrum by employing EP.
    - (2) EP are the actions taken to protect friendly command, control, and communication (C3) from enemy collection and disruption efforts.

### Performance Steps

- (3) EP is planned around the commander's mission and concept of operations, and is the responsibility of the operations officer (G3/S3). Based on the mission, those communications and electronic systems which must be protected are identified and their vulnerability to enemy EA is assessed. The operation of these systems is then planned and monitored to ensure that the times, frequencies, duration, and location of their emissions provide the greatest possible security from enemy collection and disruption efforts.

NOTE: FM 34-10 and FM 34-25 have not been updated to reflect current IEW terminology. These manuals refer to Electronic attack (EA) as Electronic countermeasures (ECM), Electronic warfare support (ES) as Electronic warfare support measures (ESM) and Electronic protection (EP) as Electronic counter-countermeasures (ECCM).

5. Determine the role of counterintelligence (CI).
  - a. Counters the hostile intelligence threat.
  - b. Safeguards the command from surprise.
  - c. Deceives the enemy.
  - d. Counters enemy sabotage, subversion, and terrorism.
6. Identify the major intelligence disciplines.
  - a. Human intelligence (HUMINT) includes all information derived through human sources not accessible to other collection assets. HUMINT employs overt, covert and clandestine operations to achieve world wide collection objectives.
  - b. Imagery intelligence (IMINT). IMINT can be obtained from land, sea, air, and space platforms (radar, photographic, infrared, and electro-optic imagery).
  - c. Signals intelligence (SIGINT) is the products resulting from the collection, evaluation, analysis, integration, and interpretation of information derived from intercepted electromagnetic emissions.
  - d. Measurement and signature intelligence (MASINT) is scientific and technical intelligence obtained by quantitative and qualitative analysis of data derived from technical sensors for the purpose of identifying any distinctive features associated with the source, emitter, or sender and to facilitate subsequent identification or measurement.
7. Recognize how IEW supports the battlefield commander.
  - a. Collect information on enemy forces.
  - b. Provide targeting data to fire and maneuver elements.
  - c. Evaluate, analyze, integrate and interpret collected information to produce intelligence.
  - d. Disseminate the intelligence product to the appropriate users.
  - e. Conduct EW operations.
  - f. Support operations security (OPSEC) and deception.
8. Identify the staff responsibilities for IEW.
  - a. The G2 coordinates the intelligence effort. He identifies intelligence requirements based on the commander's guidance and concept of the operation.
  - b. The G3 has staff responsibility for planning and directing the jamming and deception operations of the command. He directs EA actions needed to support planned and ongoing operations. He identifies, in coordination with the G2, ES requirements to support EW.
  - c. The Military Intelligence (MI) unit commander manages the MI assets to accomplish the assigned EW missions. He exercises command and control (C2) over all organic and attached MI elements and operational control (OPCON) over supporting MI assets.
9. Identify how IEW is integrated into the combined arms team.
  - a. Division Tactical Operations Center Support Element (DTCSE) augments the G2 and G3. Part of this element, the electronic warfare section (EWS), is the principle mission manager for EA. The EWS is also involved with the fire support element in the targeting process.

**Performance Steps**

- b. The Analysis and Control Element (ACE), formerly referred to as the Technical Control and Analysis Element (TCAE), is part of the MI battalion tactical operations center (TOC) and is the asset manager for all ES and EA missions tasked to the MI battalion.
- c. Intelligence and Electronic Warfare Support Element (IEWSE) is attached to the maneuver brigade TOC from the MI battalion. This element serves as an interface between MI assets in the brigade area and the brigade S2 and S3.
- d. The G2, G3, fire support officer and Communications-Electronics (CE) officer coordinate and direct IEW operations. They obtain the information required to answer the commander's requirements concerning both enemy forces and friendly vulnerabilities. They integrate EA with maneuver and fire and they plan and coordinate OPSEC measures and defensive EP measures to protect from enemy intelligence collections operations.

**Evaluation Preparation:** Setup: Provide the soldier with the materials listed in the CONDITIONS statement.

Brief Soldier: Tell the soldier to identify the types of EW support available and how they are incorporated into the combined arms team.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Identified the four major tasks that make up the IEW mission.	—	—
2. Determined the role of Situation Development.	—	—
3. Determined the role of Target Development.	—	—
4. Determined the role of EW to include:	—	—
a. Defined EW.		
b. Defined EA.		
c. Defined ES.		
d. Defined EP.		
5. Determined the role of CI.	—	—
6. Identified the major intelligence disciplines.	—	—
7. Recognized how IEW supports the battlefield commander.	—	—
8. Identified the staff responsibilities for IEW to include:	—	—
a. Responsibilities of the G2.		
b. Responsibilities of the G3.		
c. Responsibilities of the MI unit commander.		
9. Identified how IEW is integrated into the combined arms team to include:	—	—
a. The MI support elements that assist in IEW operations.		
b. The principal personnel that coordinates and directs IEW operations.		

**Evaluation Guidance:** Failure to achieve a go for this task will result in retraining of the failed areas and retesting. A second nogo will result in retraining of the entire task and retesting.

**References  
Required**

- Related**  
 FM 34-1  
 FM 34-10  
 FM 34-25  
 FM 34-3

### Lead a Convoy Serial/March Unit

551-88M-0001

**Conditions:** You are a Platoon Leader or Platoon Sergeant in a field or garrison environment and have received an order directing your unit to conduct a motor transport convoy. You have access to the unit SOP, maps and all applicable movement directives.

**Standards:** Plan and conduct a motor transport convoy over a designated route that will enable the convoy to reach the SP and RP at the times prescribed in the convoy clearance. The convoy must safely arrive at its destination with minimum loss or damage to vehicles, equipment, physical surroundings or personnel.

#### Performance Steps

1. Determine Mission Requirements.
2. Conduct Route Reconnaissance.
3. Prepare Strip Map.
4. Request Convoy Clearance (Administrative).
5. Request Convoy Clearance (Tactical).
6. Plan Convoy Organization and Control.
7. Prepare Movement Order.
8. Prepare Drivers.
9. Schedule and Prepare Convoy Briefing.
10. Supervise Before Operations PMCS.
11. Ensure Pre-departure Steps.
12. Enforce Correct Driving Procedures.
13. Instruct Drivers.
14. Perform RP Checks.

**Evaluation Preparation:** Evaluation Preparation: Evaluate this task during a field training exercise or a unit training exercise.

**Brief Soldier:** Inform the soldier that the evaluation is measured on the ability to perform all the functions listed.

#### Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Collected warning order and area maps.	_____	_____
2. Gathered SOP and reference directives.	_____	_____
3. Reviewed unit load plans.	_____	_____
4. Evaluated environmental impact.	_____	_____
5. Selected primary and alternate routes.	_____	_____

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
6. Identified halts.	—	—
7. Identified route restrictions.	—	—
8. Prepared and distributed the strip map.	—	—
9. Coordinated submission of DD Form 1265 (Admin).	—	—
10. Coordinated for oversize or overweight vehicles (Admin).	—	—
11. Coordinated with Battalion S-3 (Tactical).	—	—
12. Appointed and instructed trail party.	—	—
13. Coordinated support requirements.	—	—
14. Planned for special mission requirements.	—	—
15. Planned for placement of troop carrying vehicles.	—	—
16. Divided the convoy into march units/serials.	—	—
17. Planned gap time between serials.	—	—
18. Determined position of march unit and serial commanders.	—	—
19. Obtained civilian police assistance (when possible).	—	—
20. Assigned radios.	—	—
21. Prepared and issued the movement order.	—	—
22. Ensured drivers possess valid driving permits.	—	—
23. Ensured adequate rest periods.	—	—
24. Scheduled for combat inspections.	—	—
25. Scheduled, prepared, and conducted convoy briefing covering: <ul style="list-style-type: none"> <li>a. The situation.</li> <li>b. The mission.</li> <li>c. Execution.</li> <li>d. Administration and logistics.</li> <li>e. Command and signal.</li> <li>f. Safety.</li> </ul>	—	—
26. Checked air hose couplings.	—	—
27. Checked oil and lubrication levels.	—	—
28. Checked cooling systems.	—	—
29. Checked brakes.	—	—
30. Checked tires.	—	—
31. Checked line up of vehicles.	—	—
32. Checked vehicle markings.	—	—
33. Selected pacesetter.	—	—
34. Conducted operations weapons check.	—	—

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
35. Ensured sandbags are installed.	—	—
36. Ensured cargo is secured.	—	—
37. Briefed drivers on rules of the road.	—	—
38. Signaled to start engines.	—	—
39. Signaled to move out.	—	—
40. Enforced driving proper driving procedures.	—	—
41. Informed drivers of details at halts.	—	—
42. Had drivers inspect their vehicles and loads.	—	—
43. Ensured operational checks by drivers.	—	—
44. Checked load security.	—	—
45. Ensured policing of areas after stops.	—	—
46. Dismissed drivers.	—	—

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

**References**

**Required**

- FM 101-5
- FM 21-60
- FM 55-15
- FM 55-30

**Related**

- TM 9-2320-273-10
- TM 9-2320-279-10-1
- TM 9-2320-279-10-2
- TM 9-2320-280-10
- TM 9-2320-283-10
- TM 9-2320-289-10
- TM 9-2320-360-10
- TM 9-2320-361-10
- TM 9-2320-364-10
- TM 9-2320-365-10
- TM 9-2320-366-10-1
- TM 9-2320-366-10-2

## Plan Unit Move

**551-88N-0003**

**Conditions:** You are given a command directive to plan for your unit to conduct a move to port of embarkation to deploy in support of an Army or Joint OPLAN. You have access to the unit SOP and all unit movement directives.

**Standards:** Plan a unit movement using the necessary references (vehicle -10s) and equipment to deliver vehicles and equipment to arrive safely at the port of debarkation with no loss of vehicles, equipment, or personnel.

### Performance Steps

1. Identify what needs to be moved.
2. Identify what needs to accompany troops.
3. Identify what needs to be moved by air.
4. Identify hazardous, sensitive, and classified material/equipment.
5. Identify bulk cargo.
6. Develop vehicle load plans.

**Evaluation Preparation:** Setup: Evaluate this task during a field training exercises or a unit training exercise.

Brief Soldier: Inform the soldier that the evaluation is measured on the ability to perform all the functions listed.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Identified what needed to be moved.	—	—
a. Determined number of deploying personnel.		
b. Determined deploying vehicles and equipment.		
c. Determined basic load.		
2. Identified what needed to accompany troops.	—	—
a. Identified Yellow TAT.		
b. Identified Red TAT.		
c. Identified equipment not to accompany troops.		
3. Identified what needed to be moved by air.	—	—
a. Established liaison with UMO.		
b. Determined advance party personnel.		
c. Determined supercargo personnel.		
4. Identified hazardous, sensitive, and classified equipment and material.	—	—
a. Identified TAT ammunition quantities.		
b. Determined upload of ammunition for armored vehicles.		
c. Determined securable hatches.		
d. Determined palletized load for armored vehicles.		
e. Determined tiedown cargo requirements.		
f. Determined fuel reduction requirements.		
5. Identified bulk cargo.	—	—
a. Determined packing list distribution.		
b. Determined BBPCT requirements.		

**Performance Measures**

**GO**    **NO GO**

- 6. Developed vehicle load plans.
  - a. Planned for load capacity.
  - b. Determined commercial transportation requirements.

\_\_\_\_\_    \_\_\_\_\_

**Evaluation Guidance:** Score the soldier a GO for the task if all performance measures are passed. Score the soldier a NO-GO for the task if any performance measure is failed. For all NO-GO performances, demonstrate how the performance should be performed and allow the soldier to remediate.

**References**

**Required**

- FM 100-17
- FM 101-5
- FM 55-1
- FM 55-65
- FORSCOM REG 55-2
- TB 55-46-1

**Related**



## Subject Area 24: Enemy Personnel

**Supervise Handling of Enemy Personnel and Equipment at Squad Level****191-379-4450**

**Conditions:** You are a squad leader in a field environment, given a squad of soldiers, Department of Defense (DD) Form 2745, and enemy prisoners of war (EPWs) with equipment and weapons.

**Standards:** Ensure that soldiers search, segregate, silence, speed, safeguard, and tag (5 Ss and T) EPWs according to Field Manual (FM) 3-19.40.

**Performance Steps**

## 1. Search captives.

- a. Thoroughly search each captive and confiscate any weapons, ammunition, military equipment, and items with intelligence value and record on DD Form 2745.

NOTE: Any weapons or ammunition that are impractical to retain should be destroyed in place after recording what the items were.

- b. Allow captives to keep personal property (except items that could be used as weapons or that could have intelligence value) of nominal or sentimental value, such as wedding rings. Personal property also includes chemical protective equipment (if in a chemical environment or a potential chemical environment), helmets, and identification cards. Allow the EPW/civilian internee (CI) to retain his own rations in the early stages of captivity.

NOTE: Conduct same gender searches when possible; however, this may not always be possible due to speed and security considerations. Therefore, mixed gender searches must be performed in a respectful manner using all possible measures to prevent any action that could be interpreted as sexual molestation or assault. The squad leader must carefully control soldiers doing mixed gender searches to prevent allegations of sexual misconduct. This does not mean the search will not be thorough, as the safety of you and your soldiers comes first.

## 2. Segregate captives.

- a. Segregate by rank (officers, noncommissioned officers [NCOs], or enlisted), sex (male and female), civilian and military and, when possible, nationalities and/or ideologies.
- b. Segregate captives who surrendered willingly or who deserted from those who resisted capture.
- c. Segregate captives who cannot be readily identified as belonging to one of the above listed groups.
- d. Segregate captives who do not provide the information needed in order to make a correct classification until their status can be determined.

## 3. Ensure that each captive has DD Form 2745.

- a. Ensure that the form contains the following:
  - (1) Date and time of the capture.
  - (2) Grid coordinates of the capture.
  - (3) Capturing unit.
  - (4) Circumstances of the capture.
- b. Use either DD Form 2745 or a locally produced three-part form. Figure 191-379-4450-1 shows what the form looks like. Instructions for the use of this form are on the back of it.
  - (1) Place part A of the form on the captive and instruct him not to remove or alter it.
  - (2) Place part C of the form on the bag or bundle of property taken from the captive.
  - (3) Maintain part B of the form, as you are the capturing unit.

Performance Steps

<p align="center"><b>ENEMY PRISONER OF WAR (EPW) CAPTURE TAG (PART A)</b></p> <p align="center">For use of this form, see AR 190-8. The proponent agency is DCSOPS.</p> <p>Attach this part of tag to EPW. <i>(Do not remove from EPW.)</i></p> <ol style="list-style-type: none"> <li>Search - For weapons, military documents, or special equipment.</li> <li>Silence - Prohibit talking among EPWs for ease of control.</li> <li>Segregate - By rank, sex, and nationality.</li> <li>Safeguard - To prevent harm or escape.</li> <li>Speed - Evacuate from the combat zone.</li> <li>Tag - Prisoners and documents or special equipment.</li> </ol> <p><small>DD FORM 2745 (BACK), MAY 98</small></p>	<table border="1"> <tr> <td>1. DATE AND TIME OF CAPTURE</td> <td>2. SERIAL NO. <b>0090829</b></td> <td><b>A</b></td> </tr> <tr> <td colspan="2">3. NAME</td> <td>4. DATE OF BIRTH</td> </tr> <tr> <td>5. RANK</td> <td colspan="2">6. SERVICE NO.</td> </tr> <tr> <td>7. UNIT OF EPW</td> <td colspan="2">8. CAPTURING UNIT</td> </tr> <tr> <td colspan="3">9. LOCATION OF CAPTURE <i>(Grid coordinates)</i></td> </tr> <tr> <td>10. CIRCUMSTANCES OF CAPTURE</td> <td>11. PHYSICAL CONDITION OF EPW</td> <td>12. WEAPONS, EQUIPMENT, DOCUMENTS</td> </tr> </table> <p><small>DD FORM 2745, MAY 98</small> <span style="float: right;"><small>REPLACES DA FORM 5976, JAN 91, USABLE UNTIL EXHAUSTED.</small></span></p>	1. DATE AND TIME OF CAPTURE	2. SERIAL NO. <b>0090829</b>	<b>A</b>	3. NAME		4. DATE OF BIRTH	5. RANK	6. SERVICE NO.		7. UNIT OF EPW	8. CAPTURING UNIT		9. LOCATION OF CAPTURE <i>(Grid coordinates)</i>			10. CIRCUMSTANCES OF CAPTURE	11. PHYSICAL CONDITION OF EPW	12. WEAPONS, EQUIPMENT, DOCUMENTS
1. DATE AND TIME OF CAPTURE	2. SERIAL NO. <b>0090829</b>	<b>A</b>																	
3. NAME		4. DATE OF BIRTH																	
5. RANK	6. SERVICE NO.																		
7. UNIT OF EPW	8. CAPTURING UNIT																		
9. LOCATION OF CAPTURE <i>(Grid coordinates)</i>																			
10. CIRCUMSTANCES OF CAPTURE	11. PHYSICAL CONDITION OF EPW	12. WEAPONS, EQUIPMENT, DOCUMENTS																	
<p align="center"><b>UNIT RECORD CARD (PART B)</b></p> <p align="center">Forward to Unit. <i>(Capturing unit retains for records.)</i></p> <p>Use string, wire, or other durable material to attach the appropriate section of this form to the EPW's equipment or property.</p> <p><small>DD FORM 2745 (BACK), MAY 98</small></p>	<table border="1"> <tr> <td>1. DATE AND TIME OF CAPTURE</td> <td>2. SERIAL NO. <b>0090829</b></td> <td><b>B</b></td> </tr> <tr> <td colspan="2">3. NAME</td> <td>4. DATE OF BIRTH</td> </tr> <tr> <td>5. RANK</td> <td colspan="2">6. SERVICE NO.</td> </tr> <tr> <td>7. UNIT OF EPW</td> <td colspan="2">8. CAPTURING UNIT</td> </tr> <tr> <td colspan="3">9. LOCATION OF CAPTURE <i>(Grid coordinates)</i></td> </tr> <tr> <td>10. CIRCUMSTANCES OF CAPTURE</td> <td>11. PHYSICAL CONDITION OF EPW</td> <td>12. WEAPONS, EQUIPMENT, DOCUMENTS</td> </tr> </table> <p><small>DD FORM 2745, MAY 98</small> <span style="float: right;"><small>REPLACES DA FORM 5976, JAN 91, USABLE UNTIL EXHAUSTED.</small></span></p>	1. DATE AND TIME OF CAPTURE	2. SERIAL NO. <b>0090829</b>	<b>B</b>	3. NAME		4. DATE OF BIRTH	5. RANK	6. SERVICE NO.		7. UNIT OF EPW	8. CAPTURING UNIT		9. LOCATION OF CAPTURE <i>(Grid coordinates)</i>			10. CIRCUMSTANCES OF CAPTURE	11. PHYSICAL CONDITION OF EPW	12. WEAPONS, EQUIPMENT, DOCUMENTS
1. DATE AND TIME OF CAPTURE	2. SERIAL NO. <b>0090829</b>	<b>B</b>																	
3. NAME		4. DATE OF BIRTH																	
5. RANK	6. SERVICE NO.																		
7. UNIT OF EPW	8. CAPTURING UNIT																		
9. LOCATION OF CAPTURE <i>(Grid coordinates)</i>																			
10. CIRCUMSTANCES OF CAPTURE	11. PHYSICAL CONDITION OF EPW	12. WEAPONS, EQUIPMENT, DOCUMENTS																	
<p align="center"><b>DOCUMENT/SPECIAL EQUIPMENT WEAPONS CARD (PART C)</b></p> <p>Attach this part of tag to property taken. <i>(Do not remove from property.)</i></p> <p>As a minimum, the tag must include the following information:</p> <p>Item 1. Date and time of capture <i>(YYYYMMDD)</i>. Item 8. Capturing unit. Item 9. Place of capture <i>(grid coordinates)</i>. Item 10. Circumstances of capture <i>(how the EPW was captured)</i>.</p> <p><small>DD FORM 2745 (BACK), MAY 98</small></p>	<table border="1"> <tr> <td>1. DATE AND TIME OF CAPTURE</td> <td>2. SERIAL NO. <b>0090829</b></td> <td><b>C</b></td> </tr> <tr> <td colspan="2">3. NAME</td> <td>4. DATE OF BIRTH</td> </tr> <tr> <td>5. RANK</td> <td colspan="2">6. SERVICE NO.</td> </tr> <tr> <td>7. UNIT OF EPW</td> <td colspan="2">8. CAPTURING UNIT</td> </tr> <tr> <td colspan="3">9. LOCATION OF CAPTURE <i>(Grid coordinates)</i></td> </tr> <tr> <td colspan="3">10. DESCRIPTION OF WEAPONS, SPECIAL EQUIPMENT, DOCUMENTS</td> </tr> </table> <p><small>DD FORM 2745, MAY 98</small> <span style="float: right;"><small>REPLACES DA FORM 5976, JAN 91, USABLE UNTIL EXHAUSTED.</small></span></p>	1. DATE AND TIME OF CAPTURE	2. SERIAL NO. <b>0090829</b>	<b>C</b>	3. NAME		4. DATE OF BIRTH	5. RANK	6. SERVICE NO.		7. UNIT OF EPW	8. CAPTURING UNIT		9. LOCATION OF CAPTURE <i>(Grid coordinates)</i>			10. DESCRIPTION OF WEAPONS, SPECIAL EQUIPMENT, DOCUMENTS		
1. DATE AND TIME OF CAPTURE	2. SERIAL NO. <b>0090829</b>	<b>C</b>																	
3. NAME		4. DATE OF BIRTH																	
5. RANK	6. SERVICE NO.																		
7. UNIT OF EPW	8. CAPTURING UNIT																		
9. LOCATION OF CAPTURE <i>(Grid coordinates)</i>																			
10. DESCRIPTION OF WEAPONS, SPECIAL EQUIPMENT, DOCUMENTS																			

Figure 191-379-4450-1  
Sample of DD Form 2745

- Report the acquisition of captives through your chain of command.
- Safeguard each captive until they are released to the military police (MP).
- Evacuate captives to the rear and turn them over to the MP as soon as possible. Do not delay evacuation to obtain name, rank, service number, or date of birth.
  - Ensure that you receive receipts from the MP for the captives being transferred to them.
  - Give items taken from the captives (for security and/or intelligence reasons) to the MP, ensuring that each item is tagged by the MP to identify the owner.

**Evaluation Preparation:** Setup: Position soldiers to perform the mission. Have one or more soldiers to act as EPWs. Provide weapons and equipment for the role players.

Brief soldier: Tell the squad leader to instruct the soldiers on what they are to do and have the soldiers actually perform the steps necessary to complete the task. Tell the captive that he needs to follow instructions. Tell the soldiers acting as the squad not to continue to the next step until they are told to do so by the squad leader.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Searched captives.	—	—
2. Segregated captives.	—	—
3. Ensured that each captive had DD Form 2745.	—	—
4. Reported the acquisition of captives through the chain of command.	—	—
5. Safeguarded each captive until they were released to the MP.	—	—
6. Evacuated captives to the rear and turned them over to the MP as soon as possible.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

- Required**  
 AR 190-8  
 DD FORM 2745  
 FM 3-19.40  
 STANAG 2044

**Related**

Subject Area 27: Risk Management

**Control Mission Safety Hazard  
850-001-3001**

**Conditions:** As a company level senior leader, in a garrison or tactical environment, given a subordinate who has received a mission or task.

**Standards:** Verified that a risk assessment has been conducted, controls have been developed and properly implemented, the overall risk level for the mission or task is acceptable, and how the controls will be monitored.

**Performance Steps**

1. Verify a risk assessment has been conducted.
  - a. Ensure that all hazards associated with the mission or task have been identified.
  - b. Ensure the level of risk for each hazard was correctly estimated.
2. Verify controls have been developed and properly implemented.
  - a. Ensure appropriate controls have been developed.
  - b. Ensure the residual risk for each hazard and the overall residual risk for the mission or task is acceptable.
  - c. Ensure controls have been properly implemented.
3. Verify how the controls will be monitored.
  - a. Verify the technique for monitoring the controls.
  - b. Verify how well the controls and the risk management process worked .

**Evaluation Preparation:** Setup: To evaluate this task, you will require a subordinate who has received a mission or task which may be in the form of an operations order (OPORD), fragmentary order (FRAGO), warning order, patrol order, training task, etc.

**Brief Soldier:** Tell the soldier you are going to evaluate him on his ability to supervise the implementation of the risk management process.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Verified that all the hazards associated with the mission or task (a minimum of one, depending on the mission or task) have been identified.	—	—
2. Verified the level of risk for each hazard was correctly estimated.	—	—
3. Verified the controls for each hazard.	—	—
4. Verified the residual risk for each hazard and the overall residual risk for the mission or task is acceptable.	—	—
5. Verified methods for implementing the controls.	—	—
6. Verified controls were effective.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

**References**

**Required**  
FM 100-14  
FM 101-5

**Related**

Subject Area 28: Administration/Management

**Prepare the Senior Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)  
805C-PAD-3147**

**Conditions:** You are a supervisor and must senior rate one of your subordinate NCOs, you are given a partially completed DA Form 2166-8, AR 623-205, paper, and pen/pencil.

**Standards:** All elements of the Senior Rater Portion of the NCOER are completed to include ensuring comments are entered in bullet style, and justification is entered where required.

**Performance Steps**

1. Determine if eligible to render report.
2. Verify Rater has completed all entries and comments. (Note refer to AR 623-205 for actions required if these were not completed)
  - a. Return NCOER to rater if all entries and comments are not completed.
  - b. Return NCOER to rater if entries are incorrectly completed.
3. Enter Ratings:
  - a. Enter bullet comments in Block Ve if senior rater qualifications met.
    - (1) Enter bullet comments addressing marginal ratings in Part Va.
    - (2) Enter bullet comments addressing fair or poor ratings in Part Vc.
    - (3) Enter comments focusing on potential, performance, and/or rater evaluation.
  - b. Enter "senior rater does not meet minimum qualifications" in Block Ve if applicable.
  - c. Enter overall performance evaluation in Block Vc if senior rater qualifications met.
  - d. Enter overall potential for promotion and retention in Block Vd if senior rater qualifications met.
4. Sign the NCOER in Part II, Block b.
5. Obtain rated NCO's signature in Part II, Block c.
6. Forward NCOER to reviewer.

**Evaluation Preparation:** Setup: To evaluate this task provide the soldier with a partially completed DA Form 2166-8, AR 623-205, pencil, and paper. Give a scenario that would require a soldier to ensure that all of the rater's entries are correct and provide enough information about individuals to allow for ratings.

**Brief Solder:** Tell the soldier that he/she will be evaluated on his/her ability to prepare the Senior Rater's portion of a Noncommissioned Officer Evaluation Report (NCOER)

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Determined if eligible to render report.	_____	_____
2. Verified rater has completed all entries and comments. (Note referred to AR 623-205 for actions required if these were not completed) <ol style="list-style-type: none"> <li>a. Returned NCOER to rater if all entries and comments are not completed.</li> <li>b. Returned NCOER to rater if entries are incorrectly completed.</li> </ol>	_____	_____
3. Entered Ratings: <ol style="list-style-type: none"> <li>a. Entered bullet comments in Block Ve if senior rater qualifications met.                             <ol style="list-style-type: none"> <li>(1) Entered bullet comments addressing marginal ratings in Part Va?</li> <li>(2) Entered bullet comments addressing fair or poor ratings in Part Vc?</li> <li>(3) Entered comments focusing on potential, performance, and/or rater evaluation?</li> </ol> </li> </ol>	_____	_____

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
b. Entered "senior rater does not meet minimum qualifications" in Block Ve if applicable.		
c. Entered overall performance evaluation in Block Vc if senior rater qualifications met.		
d. Entered overall potential for promotion and retention in Block Vd if senior rater qualifications met.		
4. Signed Part II, Block b.	_____	_____
5. Acquired Rated soldier's signature in Part II, Block c.	_____	_____
6. Forwarded NCOER to reviewer.	_____	_____

**Evaluation Guidance:** Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on performance measures 1-4 to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**

AR 623-205  
DA FORM 2166-8

**Related**

AR 623-205  
DA FORM 2166-8  
SOFTWARE-FMFLO  
SOFTWARE-OFFICE  
SOFTWARE-WINDOWS

**Store Classified Information and Materials**  
**805C-PAD-3594**

**Conditions:** You are a squad/section leader. Given classified material, storage containers, and AR 380-5.

**Standards:** Classified Information and Materials are placed in appropriate storage containers.

**Performance Steps**

1. Determine Storage and Safekeeping Requirements.
  - a. Determine security containers
  - b. Determine locks
  - c. Determine access authorizations
  
2. Maintain Physical Security
  - a. Establish responsibility for securing and controlling classified area.
  - b. Establish records for recording security of classified materials.
  - c. Train section personnel on security requirements for classified materials.

**Evaluation Preparation:** Setup: To evaluate this task give a scenario that would require soldier to perform the performance measures. This will require a simulated containers, locks, DA Form 702, a list of section personnel with varying security clearances, documents marked with various levels of security classification ( marked "classified for training purposes only"), format for security check assignment and classified document covers.

**Brief Solder:** Tell the soldiers he/she will be evaluated on his/her ability to select the appropriate container for each document concerned and indicate who would have access to which container.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Determined Storage and Safekeeping Requirements. <ol style="list-style-type: none"> <li>a. Determined proper Security Containers</li> <li>b. Determined proper locks</li> <li>c. Determined who had access authorization.</li> </ol>	_____	_____
2. Maintained Physical Security. <ol style="list-style-type: none"> <li>a. Established responsibility for securing and controlling classified area.</li> <li>b. Established records for recording security of classified materials.</li> <li>c. Trained section personnel on security requirements for classified materials.</li> </ol>	_____	_____

**Evaluation Guidance:** Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on all of the performance measures to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**  
**Required**  
AR 380-5

**Related**



## Skill Level 4

## Subject Area 2: First Aid

**Supervise the Implementation of Preventive Medicine Policies****081-831-1047**

**Conditions:** You are a leader in a unit performing a mission in a field environment. You are responsible to ensure personnel employ preventive medicine measures (PMMs) to protect themselves from disease and nonbattle injuries.

**Standards:** Ensured soldiers applied PMMs, as appropriate, to protect against: cold, heat, biting insects, diarrhea and dysentery, hearing loss, skin infections, sexually transmitted diseases (STD), acquired immunodeficiency syndrome (AIDS), and foot problems. Ensured practice of good oral hygiene and proper disposal of waste. The Army tobacco use policies were applied.

**Performance Steps**

1. Ensure proper preventive medicine measures (PMM) are followed for protection against cold injuries.

- a. Wear layers of loose clothing.

NOTE: Minimize sweating. When clothing becomes wet or dirty, it loses its ability to provide warmth.

- (1) Remove layers of clothing before doing strenuous work.

WARNING: DO NOT REMOVE PROTECTIVE CLOTHING IN A CHEMICAL ENVIRONMENT.

- (2) Replace layers of clothing when your strenuous work is completed.
- (3) Launder clothing regularly.

- b. Exercise to increase blood circulation.

- (1) Tighten and relax arm and leg muscles, fingers, and toes.
- (2) Use hands to massage and warm the face.

WARNING: PHYSICAL AND MENTAL WEARINESS CONTRIBUTE TO INACTIVITY, REDUCED HEAT, AND INCREASED CHANCE FOR COLD INJURY.

- (3) Refrain from smoking. Smoking decreases blood flow to the skin.

- c. Change socks.

- (1) Put on dry socks during rest breaks to reduce the risk of frostbite and trench foot.

WARNING: SEVERE FROSTBITE AND TRENCH FOOT CAN RESULT IN THE LOSS OF HANDS OR FEET.

- (2) Put damp socks inside your shirt around your waist to dry.

- d. Prevent dehydration.

- (1) Drink sufficient fluids (potable water, juices, and warm nonalcoholic beverages).

NOTE: Drinking a sufficient amount of potable water in cold weather is as important as it is in hot weather. In cold weather, you may not realize that your body is losing fluids and salt. Sweat evaporates rapidly or is absorbed so completely by the layers of clothing that it is seldom visible on the skin.

- (2) Rest when possible.

- e. Pair with a buddy.

- (1) Remind each other to do warming exercises often.
- (2) Watch for signs of cold injury such as frostbite, trench foot, and hypothermia.

2. Ensure proper PMMs are followed for protection against heat injuries

- a. Drink sufficient amounts of water.

NOTE: Your body needs a minimum amount of water for cooling, waste elimination, and metabolism. Any attempt to train the body to use less water can be harmful and may lead to heat injuries.

- (1) Use the Fluid Replacement Policy for Warm Weather table as a guide (see Figures 1047-1 and 1047-2).

**Performance Steps**

*Fluid Replacement Policy for Warm Weather (Average acclimated soldier wearing BDU, Hot Weather)							
		Easy Work		Moderate Work		Hard work	
HEAT CATEGORY	WBGT INDEX, °F	Work/Rest	Water Intake, Qt/hr	Work/Rest	Water Intake, Qt/hr	Work/Rest	Water Intake, Qt/hr
1*	78 - 81.9	NL	½	NL	¾	40/20 min	¾
2 (GREEN)	82 - 84.9	NL	½	50/10 min	¾	30/30 min	1
3 (YELLOW)	85 - 87.9	NL	¾	40/20 min	¾	30/30 min	1
4 (RED)	88 - 89.9	NL	¾	30/30 min	¾	20/40 min	1
5** (BLACK)	>90	50/10 min	1	20/40 min	1	10/50 min	1

**CAUTION:** \*Hourly Fluid Intake Should Not Exceed 1½ Quarts. Daily Fluid Intake Should Not Exceed 12 Quarts.

- \*The work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hrs of work in the specified heat category. Individual water needs will vary ± ¼ qt/hr.
  - \*NL = no limit to work time per hour. Rest means minimal physical activity (sitting or standing) and should be accomplished in shade if possible.
  - \*Wearing body armor adds 5° F to WBGT Index.  
Wearing all MOPP overgarments adds 10° F to WBGT Index.
- \*\* Suspend physical training and strenuous activity. If an operational (nontraining) mission requires strenuous activity, enforce water intake to minimize expected heat injuries.

Figure 1047-1

*Examples of Categories of Work		
Easy Work	Moderate Work	Hard Work
<ul style="list-style-type: none"> <li>• Weapon maintenance.</li> <li>• Walking on hard surface at 2.5 mph, ≤ 30 lb load.</li> <li>• Manual of arms.</li> <li>• Marksmanship training.</li> <li>• Drill and Ceremony.</li> </ul>	<ul style="list-style-type: none"> <li>• Walking on loose sand at 2.5 mph, no load.</li> <li>• Walking on hard surface at 3.5 mph, &lt; 40 lb load.</li> <li>• Calisthenics.</li> <li>• Patrolling.</li> <li>• Individual movement techniques, i.e. low crawl, high crawl.</li> <li>• Defensive position construction.</li> <li>• Field assaults.</li> </ul>	<ul style="list-style-type: none"> <li>• Walking on loose sand at 2.5 mph with load.</li> <li>• Walking on hard surface at 3.5 mph, ≥ 40 lb load.</li> </ul>

Figure 1047-2

**Performance Steps**

- (2) Drink extra water before combat operations.
- (3) Maintain excess water in your system for strength and alertness.
- (4) Protect yourself from dehydration and heat injuries associated with wearing full chemical protective gear.
- b. Rest whenever possible.
  - (1) Take rest breaks in accordance with the heat condition table as the tactical situation permits.
  - (2) Use rest breaks to drink water and to cool off.
- c. Eat meals.
  - (1) Eat regular meals daily to replace salt lost through heavy sweating.
  - (2) Eat something at each meal, even if you are not hungry.

NOTE: Usually, eating field rations or liberal salting of the garrison diet will provide enough salt. Excess intake of salt should be avoided.

- d. Protect yourself from exposure.
  - (1) Wear uniform properly.
  - (2) Provide shade whenever possible.
  - (3) Use barrier creams and lotions.

3. Ensure proper PMMs are followed for protection against biting Insects.

- a. Apply extended-duration repellent lotion.

NOTE: Extended-duration repellent lotion is a preparation that can be used on the skin.

- (1) On exposed skin except the eyes, lips, and sensitive skin.
- (2) Two inches under edges of battle dress uniform (BDU).
- (3) Keep away from flame or excessive heat.
- (4) Wipe hands after application.

NOTE: Repeat the above application every 6 hours during strenuous activity and soon after any activity that washes away the repellent (e.g., stream crossings).

NOTE: Do not wear after-shave lotion or cologne in the field; they attract biting or stinging arthropods (insects).

- b. Apply permethrin aerosol clothing repellent.
  - (1) Use only on fabric.
  - (2) Do not apply to skin.
  - (3) Do not treat BDUs while being worn.
  - (4) Treat outside of BDU, insect headnet, and mosquito bednet.
  - (5) Do not treat underwear or inside the cap.
  - (6) Avoid breathing vapors.
  - (7) Dry clothing (BDUs) thoroughly prior to wearing.
- c. Wear uniform properly.
  - (1) Tuck pants legs into boots, roll sleeves down, and close collar.
  - (2) Wear uniform loosely.
  - (3) Check clothing frequently.
  - (4) Use buddy system to check areas of body not easily seen during self-examination.
- d. Take malaria pills to protect against malaria parasites. (Use in the manner prescribed for your unit.)
- e. Clean and inspect yourself.
  - (1) Wash yourself daily or as often as the tactical situation permits.
  - (2) Use the buddy system to check each other for ticks and for arthropod bites. (If ticks are found attached or if insect bites are found, seek medical attention.)
  - (3) Use insecticide powder, cream, or shampoo when prescribed by medical personnel.
- f. Clean and inspect your clothing.
  - (1) Wash your uniform to remove arthropods and their eggs.
  - (2) Use available military laundry service or scrub your clothing yourself with soap and water.
- g. Use your bednet when sleeping.

**Performance Steps**

- (1) Suspend bednet above sleeping area.
- (2) Tuck edges of bednet under the sleeping pad or bag.
- (3) Treat the bednet with permethrin aerosol clothing repellent.
- (4) Spray interior space with resmethrin.
- (5) Avoid breathing vapors.
- (6) Do not use permethrin clothing repellent or resmethrin on skin.

4. Ensure proper PMMs are followed for protection against diarrhea and dysentery.
  - a. Identify the indications of diarrhea and dysentery.

NOTE: Diarrhea is an intestinal disorder characterized by abnormally frequent and watery bowel movements.

NOTE: Dysentery is an infectious disease characterized by stomach pain and diarrhea with passage of mucus and blood.

- b. Purify your drinking water if treated water is not available.

NOTE: Before using iodine tablets, check them for physical change. If they are old, they can lose their disinfecting ability. Tablets that are not uniformly steel gray or that are stuck together or crumbled should not be used.

- (1) Fill your canteen with the cleanest, clearest water available.
    - (2) Add iodine tablets.
      - (a) Add two tablets to a 1-quart canteen of water.
      - (b) Double the amount of tablets if a 2-quart canteen is used.
    - (3) Replace the cap.
    - (4) Wait five minutes for the tablets to dissolve.
    - (5) Shake the canteen to mix the contents.
    - (6) Disinfect the canteen cap threads.
      - (a) Loosen the cap.
      - (b) Tip the canteen over and squeeze to allow leakage around the canteen threads.
      - (c) Turn the canteen right side up.
      - (d) Tighten the cap.
    - (7) Wait 30 additional minutes before drinking.
  - c. Obtain food and drink from an approved source.
    - (1) Obtain food, drink, and ice only from medically approved sources.

NOTE: Do not obtain food, drink, and ice from vendors unless they have been approved by medical personnel.

- (2) Obtain food from the dining facility when possible.
  - d. Wash your hands for at least 30 seconds.
    - (1) After using the latrine.
    - (2) Before touching eating utensils or food.
    - (3) After eating.
    - (4) After smoking.
  - e. Dispose of food waste properly.
    - (1) Use covered container to keep out pests and to prevent breeding of flies.
    - (2) Use plastic bags in the event you have dumpster-type receptacles and regular waste pick-up.
    - (3) Bury in the event you are in the field and do not have waste pick-up or other disposal methods available.

NOTE: Before burying any waste, obtain prior approval by contacting either the logistics or the preventive medicine section.

5. Ensure proper PMMs are followed for protection against hearing loss.
  - a. Wear protective devices such as earplugs, ear canal caps, or earmuffs.
  - b. Wear vehicle headgear such as helicopter crew helmets and armored vehicle crew helmets.
  - c. Keep hearing protection devices clean to avoid ear infections.
  - d. Avoid noise and/or limit the time in noise hazardous areas.

## Performance Steps

6. Ensure proper PMMs are followed to prevent skin infections.
  - a. Bathe frequently. Take a full bath at least once every week. If showers or baths are not available, use a washcloth daily to wash--
    - (1) Your genital area.
    - (2) Your armpits.
    - (3) Your feet.
    - (4) Other areas where you sweat or which become wet (between thighs or [for females] under breasts).
  - b. Keep skin dry.
    - (1) Use foot powder on your feet (especially if you have had fungal infections in the past).
    - (2) Use talcum powder in areas where wetness is a problem. (Cornstarch may be used as a substitute for talcum powder.)
  - c. Change to clean clothing after a full bath.
    - (1) Wear loose-fitting uniforms to allow for better ventilation and blood circulation.
    - (2) Wear proper clothing.

NOTE: Do not wear nylon or silk-type undergarments. Cotton undergarments allow more evaporation of moisture.

- d. Shave facial hair often enough to be clean shaven (males only) to allow a tight fit of the protective mask.
7. Ensure proper PMMs are followed for care for the feet.
    - a. Before movement.
      - (1) Wear the proper type of footgear that is correctly fitted and broken in.
      - (2) Wear clean socks that are free of holes or knotty darns.
      - (3) Use foot powder and clean socks.
      - (4) Treat and protect blisters, pressure spots, and infections before movement.
    - b. During movement.
      - (1) Keep feet as dry as possible.
      - (2) Change socks (if possible) for dry ones when they become damp or wet.
      - (3) Dry socks by putting them inside your shirt around your waist.
      - (4) Relieve tender pressure spots on the feet by adjusting gear.
      - (5) Dust the feet with foot powder once or twice daily.
    - c. Inspect feet at rest periods.
      - (1) Wash feet during the noon break if possible.
      - (2) Raise feet while resting to help reduce congestion and swelling.
    - d. Take care of blisters.
      - (1) Wash the blister and the surrounding area with soap and water.
      - (2) Seek medical treatment for painful blisters or signs of infection such as redness, throbbing, and drainage.
  8. Ensure soldiers practice good oral hygiene.
    - a. Brush your teeth after every meal if possible.
    - b. Use dental floss at least once a day.
    - c. Rinse your mouth with potable water after brushing and flossing.

9. Ensure soldiers are informed about protection against STD.
  - a. Use a prophylactic (condom).

NOTE: Individuals should use a condom during sexual intercourse when there is a possibility of acquiring an infection.

- b. Urinate immediately after intercourse.
- c. Wash well with soap and water.

NOTE: Females should not douche unless directed to do so by medical personnel.

10. Ensure soldiers are informed about protection against AIDS.

### Performance Steps

NOTE: AIDS is contagious in the same way as STDs are contagious. Infection can result from a sexual relationship with an infected person. Sexual contact is not the only way to contract aids but is a major contributor.

- a. Prevent sexual transmission -- know your partner.
  - (1) Avoid having sex with multiple partners.
  - (2) Avoid having sex with persons who might be carriers of the AIDS virus (high-risk groups include homosexual and bisexual persons and intravenous drug users).
- b. Prevent transmission through shared needles or syringes--do not inject illicit drugs.

NOTE: There is presently no cure for AIDS and no vaccine to prevent AIDS.

11. Ensure proper PMMs are followed for disposal of waste.
  - a. For human waste--
    - (1) Use unit latrine.
    - (2) Use cat-hole latrine.
      - (a) Use only on the march.
      - (b) Cover immediately after use.
    - (3) Use a straddle trench for 1-3 day bivouac.
  - b. For other waste--
    - (1) Bury--less than one week in the field.
    - (2) Incinerate--longer than one week in the field.
12. Apply Army tobacco use policies.
  - a. Long term and immediate adverse effects of tobacco use.
    - (1) Leading preventable cause underlying death in the U.S. is tobacco use.
    - (2) Heart disease, cancer, emphysema, stroke.
  - b. Tobacco use in the military.
    - (1) Decreases: readiness, night vision, hand-eye coordination, stamina.
    - (2) Increases: cold weather injuries, number of injuries.
    - (3) Leads to addiction.
  - c. Army tobacco use policy.
    - (1) AR 600-63.
    - (2) Smoking is not permitted in DA-space except in designated areas.
    - (3) Healthy People 2000 priorities:
      - (a) Reduce military smokers to 20%.
      - (b) Reduce smokeless tobacco use to 4% in 12-24 age group.
  - d. Sources to help soldiers become tobacco-free.
    - (1) Medical professional.
    - (2) Local preventive medicine service.
    - (3) American Cancer Society.
    - (4) Nicotine gum, nicotine patches.
    - (5) Family and unit support.
13. Identify Division PM Section missions to support field forces.
  - a. Identify breakdowns in PMM (individual and leader/unit).
  - b. Inform commanders on specific measures to repair the breakdowns.
  - c. Provide technical assistance for training the unit FSTs.
  - d. Monitor training of individual and unit PMM.
  - e. Perform limited sanitation and vector control work.
14. Identify Corps-level PM missions to support field forces.
  - a. Corps PM detachments.
    - (1) Provide PM support to deployed forces in the corps/COMMZ in a direct support role or a general support role.
    - (2) Transport organic personnel and equipment with logistical support from a unit in the geographic area.
    - (3) Perform area and aerial spraying missions, Med Det, PM (ENTO) only.

**Performance Steps**

- b. Armored cavalry regiment (ARC). Provide the same type of support to the regiment as the division PM Section provides to the division.
- c. Separate brigades (Separate Infantry Brigade [SIB] and Heavy Separate Brigade [HSB]). Provide the same type of support to the SIB/HSB that the division PM Section provides to the division.
- d. Civil Affairs (CA) Units. Provide support for displaced persons, refugees, and evacuees. Re-establish essential public health services.

**Evaluation Preparation:** Setup: Evaluate this task during a field training exercise (FTX) or during a normal training session. If the evaluation is conducted during an FTX, the environmental and physical conditions at the FTX will be used as the scenario for which PMM policies are implemented. If the evaluation is done during a normal training session, create the scenario to include environmental and physical conditions.

**Brief Soldier:** Tell the soldier he or she will be evaluated on his or her ability to supervise/ensure appropriate preventive medicine policies are followed. The soldier will respond to appropriate performance measures.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Ensured soldiers protected against cold.	—	—
2. Ensured soldiers protected against heat.	—	—
3. Ensured soldiers protected against biting insects.	—	—
4. Ensured soldiers protected against diarrhea and dysentery.	—	—
5. Ensured soldiers protected against hearing loss.	—	—
6. Ensured soldiers protected against skin infections.	—	—
7. Ensured soldiers provided care for the feet.	—	—
8. Ensured soldiers practiced good oral hygiene.	—	—
9. Ensured soldiers understood PMMS to protect against sexually transmitted diseases.	—	—
10. Ensured soldiers understood PMMS to protect against AIDS.	—	—
11. Ensured soldiers disposed of waste properly.	—	—
12. Applied the Army's policies on tobacco use.	—	—
13. Identified division and corps level PMs and their mission.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

**References**

**Required**

**Related**

- AR 40-5
- AR 600-63
- FM 21-10
- FM 21-11

**Ensure Unit Combat Lifesaver Requirements Are Met**  
**081-831-1055**

**Conditions:** You are an NCO appointed as the Combat Lifesaver Program coordinator. The combat lifesaver correspondence course is going to be used for the unit training.

NOTE: The Combat Lifesaver Program coordinator will be the medical NCO, if one is assigned.

**Standards:** Conducted the Combat Lifesaver Program IAW AR 350-41, chapter 12 and subcourse IS0826.

**Performance Steps**

1. Research information on the Combat Lifesaver Program.
  - a. Read AR 350-41, Training in Units, chapter 12. The address to access the AR is:  
  
[http://www.usapa.army.mil/pdffiles/r350\\_41.pdf](http://www.usapa.army.mil/pdffiles/r350_41.pdf)
  - b. Read AMEDDC&S information about the combat lifesaver program and course options. The program is downloadable from the following address:  
  
<http://www.cs.amedd.army.mil/clsp>
  - c. Read DA Pam 350-59, Army Correspondence Course Catalog, Combat Lifesaver Section. The address to access the Pam is:  
  
<http://www.usapa.army.mil/pdffiles/p350-59.pdf>

2. Determine the number of personnel who need to be trained. Check local unit personnel training records to determine the number of qualified combat lifesavers and distribution of the CLs by squad. (See step 9, Ensure combat lifesavers maintain proficiency.)

NOTE: There should be at least one combat lifesaver per squad, crew, or equivalent-sized unit.

NOTE: If there are too few soldiers to be trained, check other units in the area about combining students for the course. There is the possibility you may have too many students requiring more frequent classes until the required number are trained.

NOTE: Recommend that all qualified combat lifesavers notify the combat lifesaver coordinator as soon as a new assignment notification is received. This will allow the coordinator to schedule training of replacement combat lifesavers. A list could be generated by S-1 PAC which shows personnel PCS/ETS and CL status.

3. Contact the appropriate staff surgeon combat lifesaver program supervisor at corps/division/brigades and separate brigade-sized units. The coordination should be accomplished prior to the start of training.

NOTE: A phone call, e-mail, or memorandum giving notification of intent to conduct a course is normally sufficient. In real life the PAs at the BN level are aware of the training for local units and the BN senior medical NCO will probably run the course.

4. Identify and appoint a qualified Instructor and assistants as applicable.
  - a. Estimate the number of instructors/assistants required.

NOTE: The surgeon combat lifesaver supervisor or an experienced CL instructor should be able to give you an idea of the student to teacher ratio. Also if you can obtain a copy of the lesson plans in IS0826, you can determine the number of instructors and assistants required for each lesson.

- b. If a qualified instructor is not available from the unit being trained, request training instructor support from the next higher command surgeon or local medical treatment facility.



**Performance Steps**

NOTE: The primary instructor will be at least a senior medical NCO and either hold primary 91W, 18D or be a licensed paramedic (state or national), registered nurse, physician assistant, or physician. The instructor for the intravenous infusion lesson must be an expert in administering IVs and qualified to handle emergencies that could arise when students practice initiating IVs. (This can be a senior 91W, 18D, LPN, EMT-1 or P, RN, PA or MD.). For the IV portion the student/instructor ratio needs to be two students per instructor.

5. Enroll selected unit personnel in the combat lifesaver training course at least 8 weeks before group instruction begins.

NOTE: Tell the soldiers they can receive 8 promotion points for successful completion of the combat lifesaver course.

- a. Cover letter signed by battalion commander or a lieutenant colonel or higher. (See example at Figure 1055-1.)

**Performance Steps**

**EXAMPLE OF A COVER LETTER**

**(LETTERHEAD)**

ABCD-EFG-H (XXX)

Date

MEMORANDUM FOR Commander, US Army Training Support Center,  
ATTN: ATIC-DLS, Fort Eustis, Virginia 23628-0001.

SUBJECT: Enrollment of Students and Instructor in Combat Lifesaver Course

1. Request enrollment of the instructor and students as indicated in the Combat Lifesaver Course.
2. Please code student enrollment applications as indicated on the student roster.
3. Send all printed materials in care of Group Leader SFC Robert B. James, 1<sup>st</sup> Battalion, 509<sup>th</sup> Infantry, APO NY 09168
4. FOR THE COMMANDER

JOHN J. JONES  
Lieutenant Colonel, Inf  
Commanding

2 Encl

1. DA Form 145
2. Student roster

Figure 1055-1

- b. Complete one DA Form 145 enrolling the primary instructor in IS0826.

<http://www.usapa.army.mil/forms/>

(1) Include a list of assistant instructors, if any.

**Performance Steps**

- (2) Provide the instructor and assistant instructors retirement year ending date (RYE) if applicable (ARNG and USAR).
- (3) The "student" address on DA Form 145 is the primary instructor's address. All subcourse materials will be sent to the primary instructor.
- (4) Attach a student roster (see example at Figure 1055-2) with the DA Form 145. List the name, rank, social security number, and unit of each student. For Army National Guard (ARNG) or U.S. Army Reserve (USAR), include the retirement year ending (RYE) date.

**EXAMPLE OF A STUDENT ROSTER**

The following students are to be enrolled in the Combat Lifesaver Course.

SSN	NAME	COMPONENT CODE	BRANCH	RANK
111-11-1111	Ames, Adam A	10		SGT
222-22-2222	Baker, Bruce B	9		CPL
333-33-3333	Clay, Charles C	3		CPL
444-44-4444	Dough, David D	3		SGT
555-55-5555	Edwards, Earnest E	3		CPL
666-66-6666	Frost, Frank F	3		PFC
777-77-7777	Gains, Gary G	3		CPL
888-88-8888	Haines, Harold H	3		CPL
999-99-9999	Kelly, Keith K	3		CPL
111-22-3333	Locke, Larry L	3		CPL
444-55-6666	Manne, Morris M	3		SGT
777-88-9999	Nay, Ned N	3		SGT
111-00-1111	Peach, Paul P	3		CPL
222-23-4444	Ray, Ralph R	3		SSG
999-88-7777	Smith, Stanley S	2	QM	1LT

Figure 1055-2

- (5) Have the DA Form 145 signed by a responsible official who has the authority to requisition or acquire the necessary medical equipment and supplies in support of the training.

6. Obtain equipment and supplies.

**Performance Steps**

- a. Course equipment and supplies (see Figure 1055-3, six student list). Items such as intravenous infusion (IV) trainers may need to be purchased. (Check with local medical treatment facilities first.) You can also check with your local Training/Visual Information Support Center (T/VISC) concerning these items.

## COMBAT LIFESAVER PROGRAM

### Proposed List of Course Supplies for Six Students

The following items and quantities are required to train six Combat Lifesaver students

#2 Lead pencils	1 box for written test and notes
Dressing, field	12
Cravat	12
Gloves, latex surgical/exam	12 pair, assorted sizes 7-8 ½
Chucks, or equivalent	12 (to absorb fluids and protect table surfaces)
Catheter, Intravenous	18 (21) 20 or 22 gage; 18 gage for practice
Container, sharps	1 (for needles)
Plastic trash bags	3 for non-medical waste
Bag, plastic, red HAZMAT	1 for bio waste
IV Moulage, arm strap-on	3 for IV practice
IV administration set	8
Band, elastic	6 (Constricting band for IV administration)
Fluid, IV	8 Normal saline, Ringer's, or D5W (500 or 1000ml)
Tape ½ inch	1 roll
Tape, 1 inch	1 roll
Bandage, adhesive	1 box (Band-Aids)
Capsule, ammonia inhalant	5 (1 box)
Sponge, gauze, 2"x2"	1 box (24s)
Sponge, gauze, 4"x4"	1 box (24s)
Pad, povidone-iodine	1 box (24s)
Pad, alcohol	1 box (24s)
Oropharyngeal Airway	3 (different sizes)
Splint, SAM	3
Splint, basewood	4
Training MARK I antidote kit & CANA	1 (obtained through TASC; unit should request)
Combat Lifesaver aid bag	1 complete for demonstration
Blanket, OD, wool	1 (for improvised litter task; a poncho may be used)
Poles, tent	2 (the poles are for the improvised litter)
Litter, folding; 3 straps	1 (a litter is desirable for a hands-on exercise)

Figure 1055-3

NOTE: Include equipment for the buddy-aid tasks, IS0824, even though it may not be taught in group.

## Performance Steps

The equipment will be used for the performance evaluation.

NOTE: Plan on enough materials to allow for practice and retests. Your instructor, the staff surgeon combat lifesaver supervisor, or previous instructors of the CL course may be able to give you an idea of how much extra to have on hand.

NOTE: The combat lifesaver program is a continuous ongoing program and requires continuous equipment and material support for the already qualified CLs. Be sure to maintain contact with your supply source to ensure your CL supplies are programmed into the system.

- b. Resupply of class VIII supplies for combat lifesaver bags during garrison operations:
  - (1) Request class VIII resupply through assigned medical personnel.
  - (2) Request class VIII supplies through the appropriate division, brigade or regimental medical supply office (MSO) when medical personnel are not assigned. For the latest CL bag content list go to: <http://www.armymedicine.army.mil/usamma>
  - (3) Request class VIII support from the installation medical supply activity (IMSA), normally the MSO of the medical department activity (MEDDAC) or U.S. Army Medical Center (MEDCEN) if a nondivisional unit.
- c. Resupply, during field operations, is accomplished in the same manner as during garrison operations with two exceptions.
  - (1) Nondivisional units obtain resupply support from the nearest medical unit available.
  - (2) Emergency resupply is provided to all units by the nearest medical unit capable of doing so.

NOTE: Field medical units maintain stocks of medical material with which to effect resupply of combat lifesaver aid bags during field operations.

- 7. Reserve facilities. The facilities should allow the students to clearly see the demonstrations and provide plenty of room for student practice. Make sure there are enough tables and chairs available for the number of students participating.

- 8. Inform instructor, assistant instructors and students:
  - a. Instructor and assistant instructors.

NOTE: If you are not the medical instructor, the arrangements and documentation should be provided to the primary instructor.

- (1) Provide a copy of CL memorandum with all attachments.
- (2) Remind instructor and assistant instructors of target start date for the class and location (building, room, etc).
- (3) Inform the instructor that administrative information, suggested course schedule, and lesson plans are in IS0826, Combat Lifesaver Instructor Manual.
- (4) Inform the primary instructor that all student and instructor materials shipped from the Army Institute for Professional Development (AIPD) will be sent to the instructor's address. The instructor is responsible to verify the shipment is complete and to distribute the subcourses to the students.
  - (a) Distribute IS0824 at least two weeks before written and performance examinations.
  - (b) Distribute IS0825 at least two weeks before attending class.

NOTE: If classes on IS0825 immediately follow testing on IS0824, then distribute both subcourses at the same time. If possible, provide soldiers a field dressing and two muslin bandages at the time of distribution for practice. Do not give the examination booklets or response sheets to the soldiers.

- (5) Inform the course coordinator that the day-to-day administration and conducting of the class is his responsibility once the course materials have been received. (The course coordinator may or may not be the primary instructor.)

- b. Inform the soldiers of their selection, start date and location.

- 9. Ensure combat lifesavers maintain proficiency.

- a. Conduct annual (12 month) recertification.

- (1) Determine the number of CLs requiring recertification by reviewing local unit training records.

**Performance Steps**

- (2) Designate instructor(s) - CL recertification is accomplished by unit instructors. If no instructors are in the unit, recommend coordinating recertification with the primary instructor for the Combat Lifesaver Course.
  - ( a) Obtain evaluations and lessons - Combat lifesaver recertification tasks are designated in the IS0826 under "Recertification Testing". Use designated CL performance tests and specified lessons available in IS0826; they may be reproduced as needed. Only the most critical, life-saving tasks are designated for recertification requirements.
  - ( b) Obtain equipment needed for recertification. (See consolidated list at Figure 1055-4.)

<b>Combat Lifesaver Recertification Performance Examination Equipment and Supplies</b>		
<b>Equipment</b>	<b>NSN</b>	<b>Quantity</b>
I.V. fluid bag (500 ml)	6505 01 372 3425	2 bags
I.V. injection set	6515 01 472 1863	2 sets
Catheter and needle I.V. unit (18GA)	6515 01 315-6227	2 units
Tube Drain 1x18" can be used as constricting band	6515 01 188-5316	
Povidine-iodine impregnated cotton pads	6510 01 010 0307	
Pad isopropyl alcohol	6510 00 786 3736	
Timepiece with second hand. (*If the time can be seen by both CL and evaluator)		*1      2
Manikin suitable for administering modified abdominal thrusts, finger sweeps, and mouth-to-mouth resuscitation	6910 01 206 0312	
Field dressing		
Materials for pressure dressing wad, pressure dressing bandage, tourniquet band and securing materials (4 muslin bandages, for example).		
Rigid object (stick) for tourniquet		
Padding for tourniquet		
Pack, log, or other object to elevate a leg.		

Figure 1055-4

- ( c) Reserve a training facility (classroom) or area.
  - ( d) Schedule CLs for the recertification.
  - ( e) Make an entry on the combat lifesaver's local training record indicating the date he or she passed the recertification examination.
- b. Ensure combat lifesavers are allowed to practice their skills to maintain proficiency during home station training activities (to include FTXs) and during deployment for training.

**Evaluation Preparation:** Setup: None.

Brief Soldier: Tell the soldier that he or she will be asked to state the steps of ensuring the unit combat lifesaver requirements are met.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Researched information on the Combat Lifesaver Program.	—	—
2. Determined the number of personnel who need to be trained.	—	—
3. Contacted the appropriate staff surgeon combat lifesaver program supervisor at corps/division/brigades and separate brigade-sized units.	—	—
4. Identified and appointed a qualified Instructor and assistants as applicable.	—	—
5. Enrolled selected unit personnel in the combat lifesaver training course at least 8 weeks before group instruction begins.	—	—
6. Obtained equipment and supplies.	—	—
7. Reserved facilities.	—	—
8. Informed instructor, assistant instructors, and students.	—	—
9. Ensured combat lifesavers maintained proficiency.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier scores NO-GO, show what was wrong and what should be done.

**References  
Required**

**Related**  
AR 350-41  
DA PAM 350-59  
IS0826

Subject Area 4: Survive [Combat Techniques]

**Coordinate with an Adjacent Platoon**

**071-326-5775**

**Conditions:** Given a platoon-sized element with two adjacent platoon-sized elements.

**Standards:** Coordinated with the adjacent platoon-sized elements for offensive and defensive operations; ensured mutually supporting positions, fires, and signals.

**Performance Steps**

1. Coordinate with Adjacent Elements. After receiving an order for an offensive or defensive operation and during your planning phase, you must consider coordination with adjacent elements. If you receive the order while all other platoon-sized element leaders are present, take that opportunity to coordinate as much as possible to avoid delays later in the operation. While many of the details that must be coordinated will vary with the situation, essential items must always be coordinated.
2. Coordinate in the Offense. In the offense, you must coordinate:
  - a. Lateral distance between all attacking elements.
  - b. Movement routes, to ensure that mutual support by fire or maneuver can be maintained between the lead elements.
  - c. Visual signals such as arm-and-hand signals and pyrotechnics.
  - d. Radio call signs.
3. Coordinate in the Defense. In the defense, you must coordinate to ensure that there are no gaps, and that fires interlock and are mutually supporting. Information coordinated includes:
  - a. Location of positions (primary, alternate, and supplementary).
  - b. Dead space between units.
  - c. Locations of observation posts (OPs).
  - d. Signals.
  - e. Patrols and ambushes (size, type, time of departure and return, and routes).
  - f. Locations and types of obstacles.
  - g. Boundaries.
  - h. Control measures.
4. Allocate Final Protective Fire. If a mortar or artillery final protective fire is allocated to the platoon-sized elements, it must be coordinated with the fire support team (FIST) forward observer (FO) and integrated into the fire plan for the element.

**Evaluation Preparation:** SETUP: In the defense, provide a field location with varying terrain, two adjacent element leaders, and the last fighting position for each of the flanking elements. In the offensive, provide a field location with varying terrain, and two element leaders from adjacent platoons.

BRIEF SOLDIER: Tell the soldier that he is the center platoon leader and must coordinate with both adjacent element leaders.

**Performance Measures**

1. Coordinated with adjacent element leaders for offensive operations.
  - a. Lateral distance between attaching elements.
  - b. Movement routes.
  - c. Visual signals.
  - d. Radio call signs.
  - e. Boundaries.
  - f. Control measures.

<u>GO</u>	<u>NO GO</u>
—	—



**Performance Measures****GO**    **NO GO**

- |  |   |   |
|--|---|---|
|  | — | — |
|--|---|---|
2. Coordinated with adjacent leaders for defensive operations.
    - a. Location of primary position.
    - b. Location of alternate position.
    - c. Location of supplementary position.
    - d. Dead space between units.
    - e. Locations of OPs.
    - f. Signals.
    - g. Patrols and ambushes.
    - h. Locations and types of constructed obstacles.
    - i. Boundaries.
    - j. Control measures.

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

**References****Required**

FM 71-1  
 FM 7-7  
 FM 7-7J  
 FM 7-8

**Related**

## Subject Area 19: Crowd Control

**Form the Platoon Into a Riot Control Formation****191-379-5400**

**Conditions:** Given a mission to conduct riot control formations and a platoon of soldiers fully equipped with riot control gear.

**Standards:** Issue the correct commands and make on the spot corrections to ensure that the platoon correctly executes and forms into one the following three formations:

1. Platoon line, platoon line with one squad in general support, platoon line with one squad in lateral support, and platoon line with one squad in close support.

2. Platoon echelon, right (or left); platoon echelon, right (or left) with one squad in general support; platoon echelon, right (or left) with one squad in lateral support; and platoon echelon, right (or left) with one squad in close support.

3. Platoon wedge, platoon wedge with one squad in general support, platoon wedge with one squad in lateral support, and platoon wedge with one squad in close support.

Reassemble the platoon from a riot control formation.

**Performance Steps**

NOTE: The platoon formation is selected depending on the crowd structure and temperament. Any size squad, platoon, or larger unit may be employed, and a crowd control formation can be adapted to fit the unit's organization. For these formations, such as the four-squad platoon, see FM 19-15, Chapter 8.

1. Form the platoon in a platoon line (Figure 191-379-5400-1).

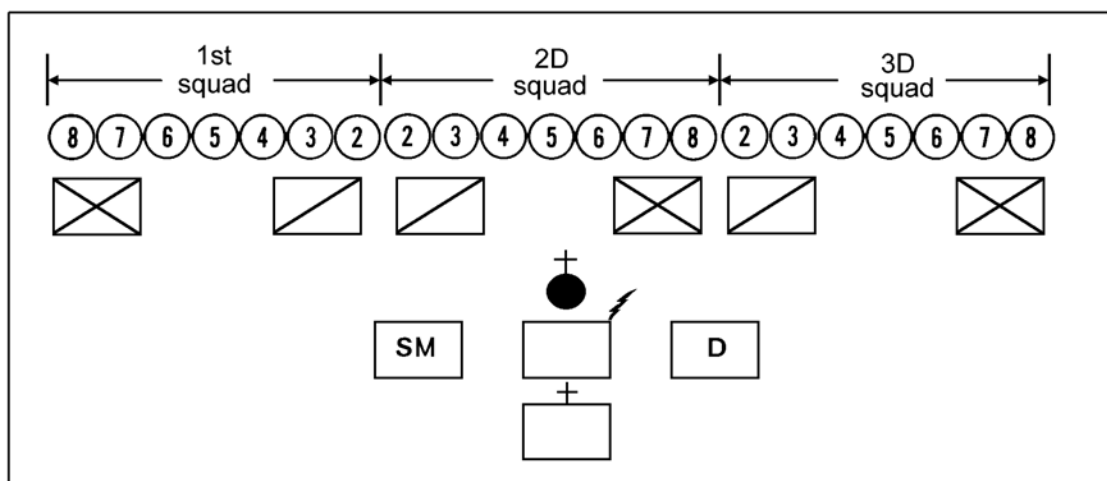


Figure 191-379-5400-1  
Platoon Line

- a. Give the preparatory command, "Platoon as skirmishers," while simultaneously using hand and arm signals. (Raise both arms straight out to the side, arms and hands extended, palms down.)
- b. Give the execution command, "Move," and at the same time, point to the place where you want the formation. Ensure that the following occur:
  - (1) Squad leaders of first and second squads must give the command, "Follow me," while the leader of the third squad gives the command, "Stand fast."

**Performance Steps**

- (2) Ensure that the number two member of the second squad is the base member for the formation. The rest of the second squad forms a line to the right of the base member. The first squad forms a line to the left.
- (3) Ensure that the squad leader of the third squad commands, "Follow me," after the first and second squads have assumed their positions.
- (4) Ensure that the third squad forms a line to the right of the second squad.

NOTE: All squads dress on the second squad.

- 2. Form the platoon in a platoon line with one squad in general support.
  - a. Form the platoon line with one squad in general support in a column of twos (Figure 191-379-5400-2).

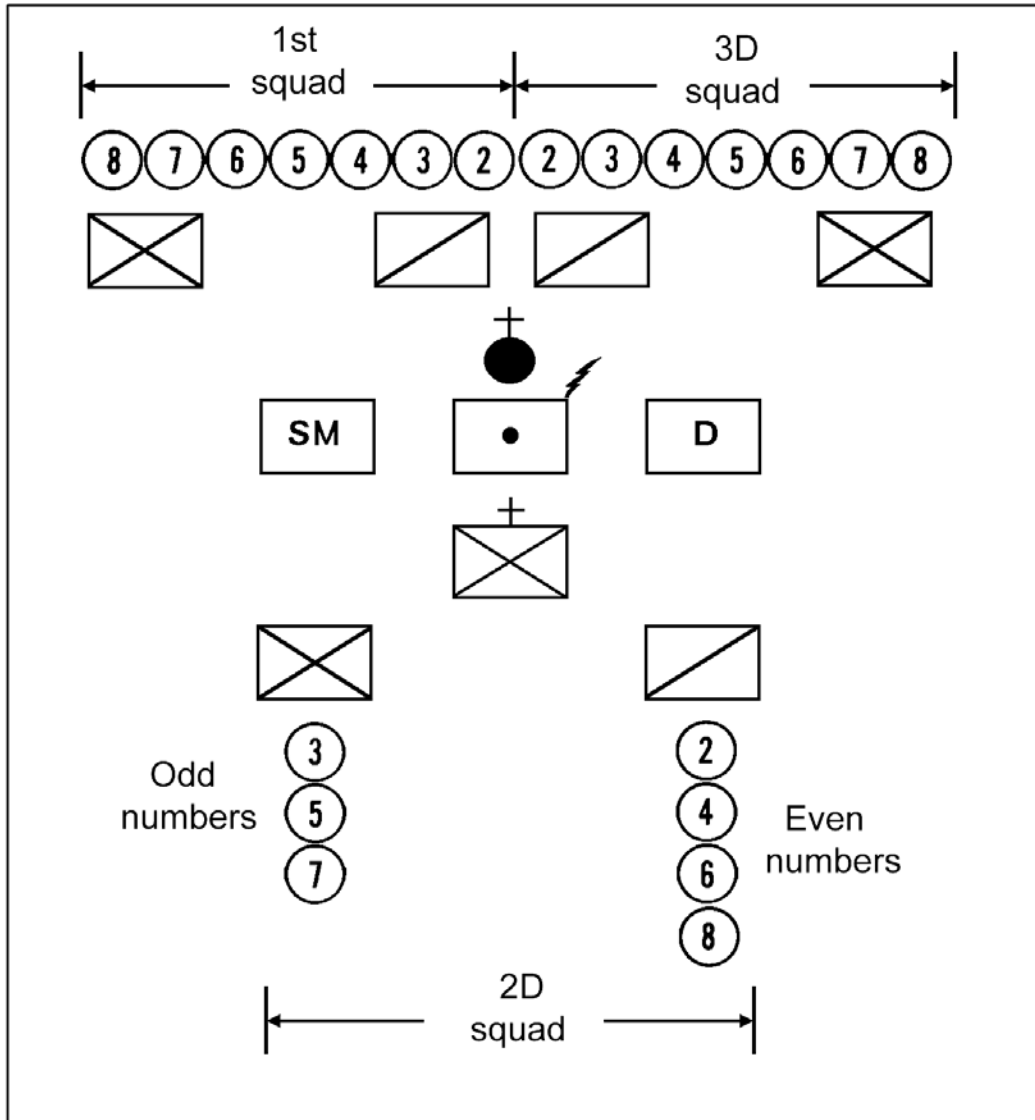


Figure 191-379-5400-2  
Platoon Line With One Squad in General Support in a Column of Twos

- (1) Give the command, "Platoon as skirmishers, second support in a column of twos."

**Performance Steps**

- (2) Ensure that the leaders of the first and third squads command, "Follow me," and that the leader of the second squad commands, "Stand fast."
  - (3) Give the command; "Move," and point to the place where you want the formation. The first and third squads move forward to their appointed place (the number 2 member of the first squad is the base member for the formation). The second squad, at the command of its squad leader, executes a column of twos to the right.
- b. Form the platoon in a platoon line with one squad in support in a single column (Figure 191-379-5400-3). The support squad, usually the second squad, may also be formed in a single column. The command is, "Platoon as skirmishers, second in support, move." The first and third squads execute the formation, while the second squad remains in column formation.

Performance Steps

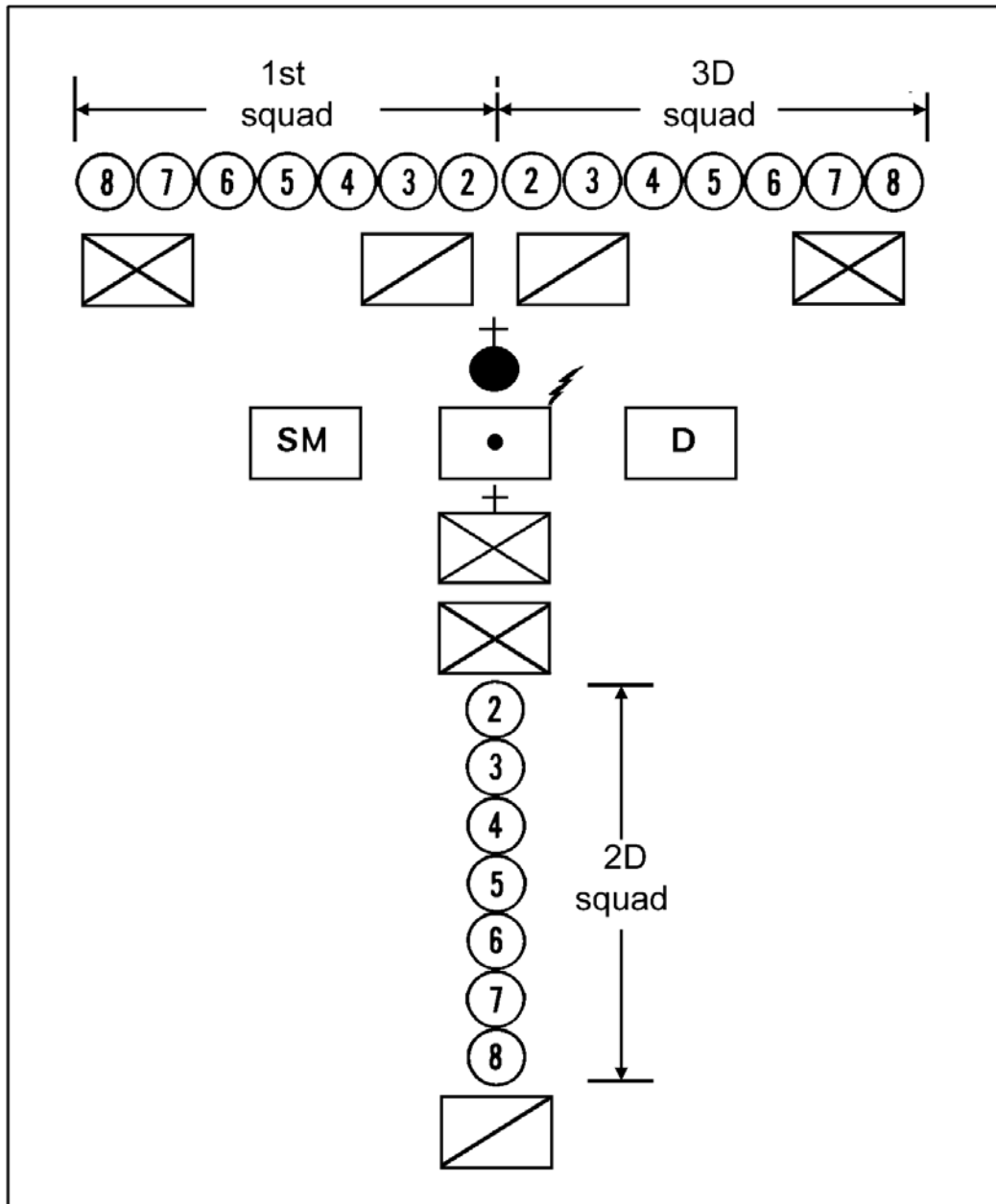


Figure 191-379-5400-3  
Platoon Line With One Squad in Support in a Single Column

3. Form the platoon in a platoon line with one squad in lateral support (Figure 191-379-5400-4).

**Performance Steps**

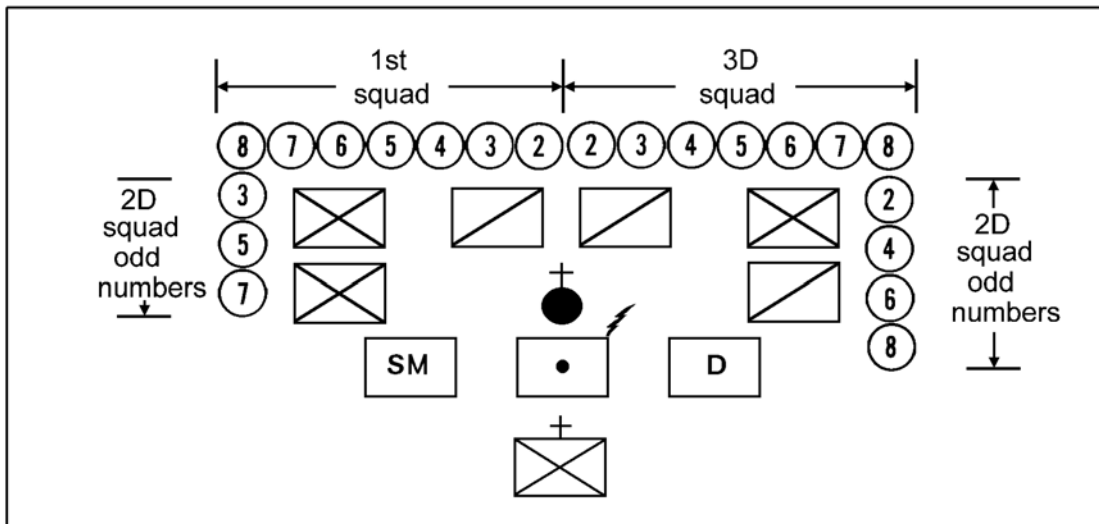


Figure 191-379-5400-4  
Platoon Line With One Squad in Lateral Support

- a. Give the command, "Platoon as skirmishers, second squad in lateral support."
  - b. Give the command, "Move," and point to the place where you want the formation.
  - c. Ensure that after the first squad forms a line to the left of the base member, the third squad forms a line to the right of the base member. After the line has been formed, the squad leader for the second squad commands, "Odd numbered soldiers, follow me," and the assistant squad leader commands, "Even numbered soldiers, follow me." The odd numbered soldiers move out to the left and form a column behind the last soldier in the third squad. The even numbered soldiers move out to the right and form a column behind the last soldier in the first squad.
4. Form the platoon in a platoon line with one squad in close support (Figure 191-379-5400-5).

## Performance Steps

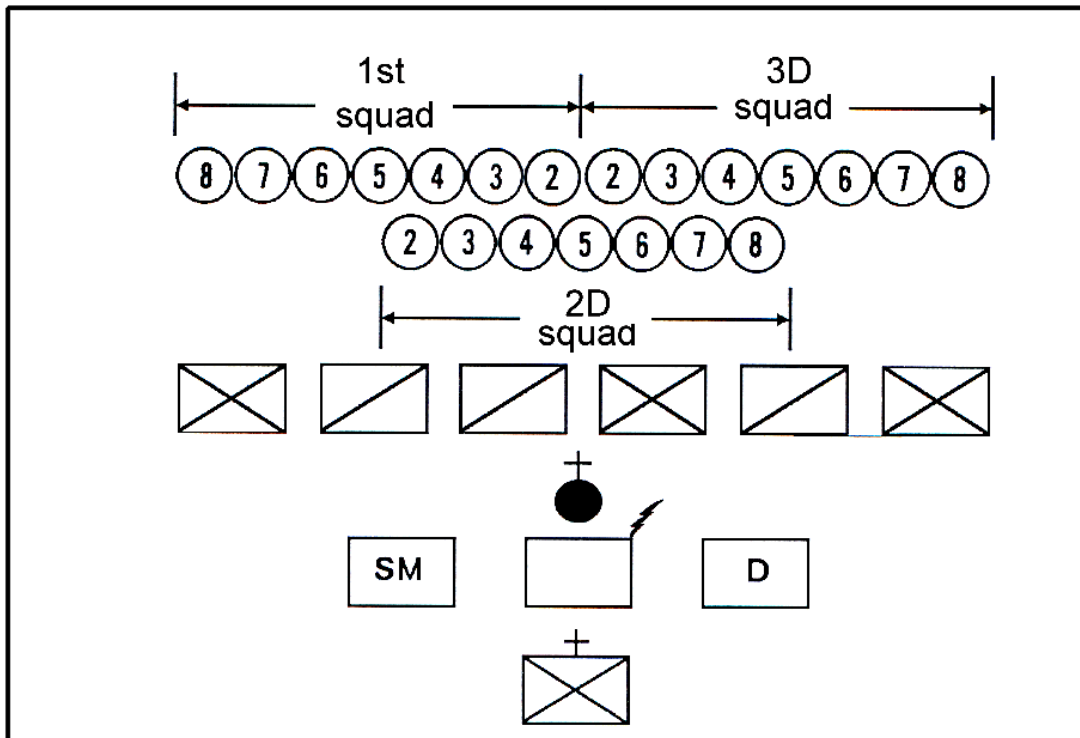


Figure 191-379-5400-5  
Platoon Line With One Squad in Close Support

- Give the command, "Platoon as skirmishers, second in close support." The first and third squads will execute a line as in step 1.
- Ensure that the leaders of the second squad command, "Stand fast."
- Ensure that after the first and third squads move to the appointed place and execute the line, the second squad executes a similar line to the rear of the leading line. The second squad forms to the right of its base soldier. The second squad can be shifted to the right or left to support any segment of the formation.

NOTE: Make sure the second squad closes and covers the intervals between the elements in the leading line.

- Form the platoon in a platoon echelon right (or left) (Figure 191-379-5400-6).

**Performance Steps**

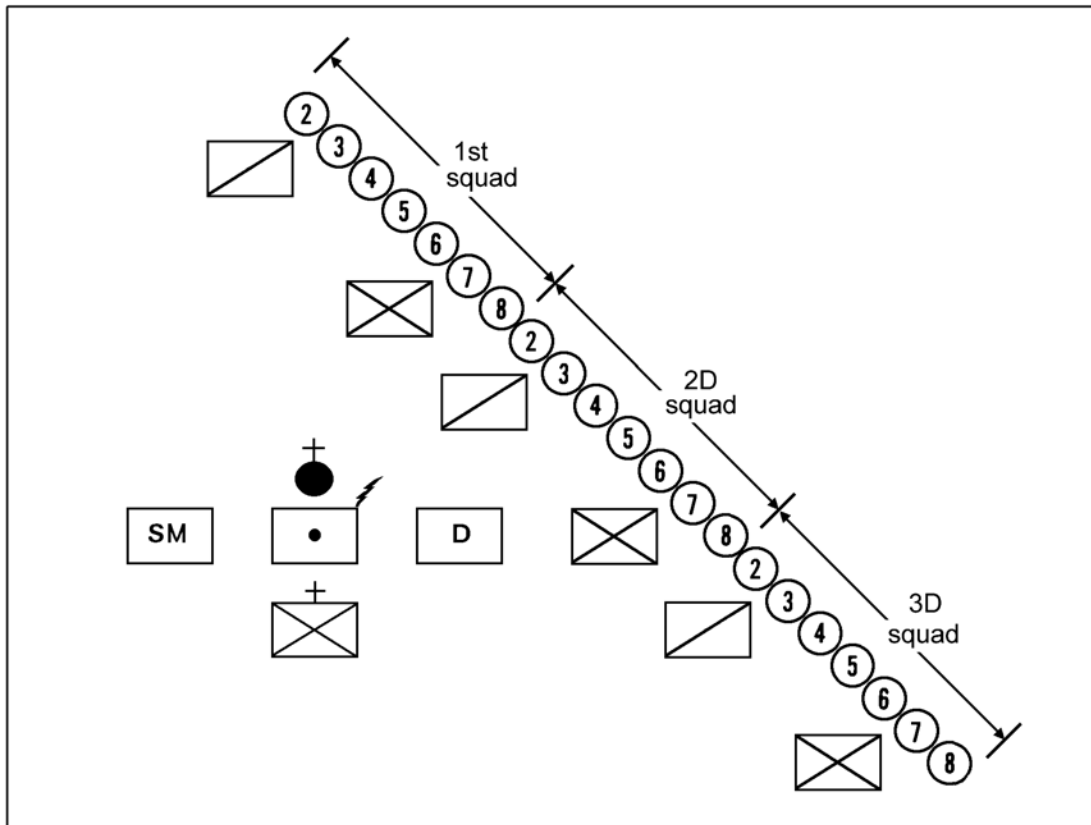


Figure 191-379-5400-6  
Platoon Echelon, Right

- a. Give the command, "Platoon echelon, right (or left)."
- b. Give the command, "Move," and point to where you want the formation.
- c. Give hand signals with the voice commands. Extend one arm 45 degrees above and the other 45 degrees below the horizon, arms and hands extended. (When facing the platoon, the upper arm indicates the direction of the echelon.)
- d. Ensure that the first squad leader commands, "Follow me," and the squad executes an echelon right.
- e. Ensure that the second and third squad leaders command, "Stand fast."
- f. Ensure that as each squad clears the column, the next squad moves to extend the echelon formed by the preceding squad.

NOTE: For an echelon left, the third squad executes echelon left with the rest of the squads following.

6. Form the platoon in a platoon echelon, right (or left) with one support squad in general support the same as with the line (Figure 191-379-5400-7).



## Performance Steps

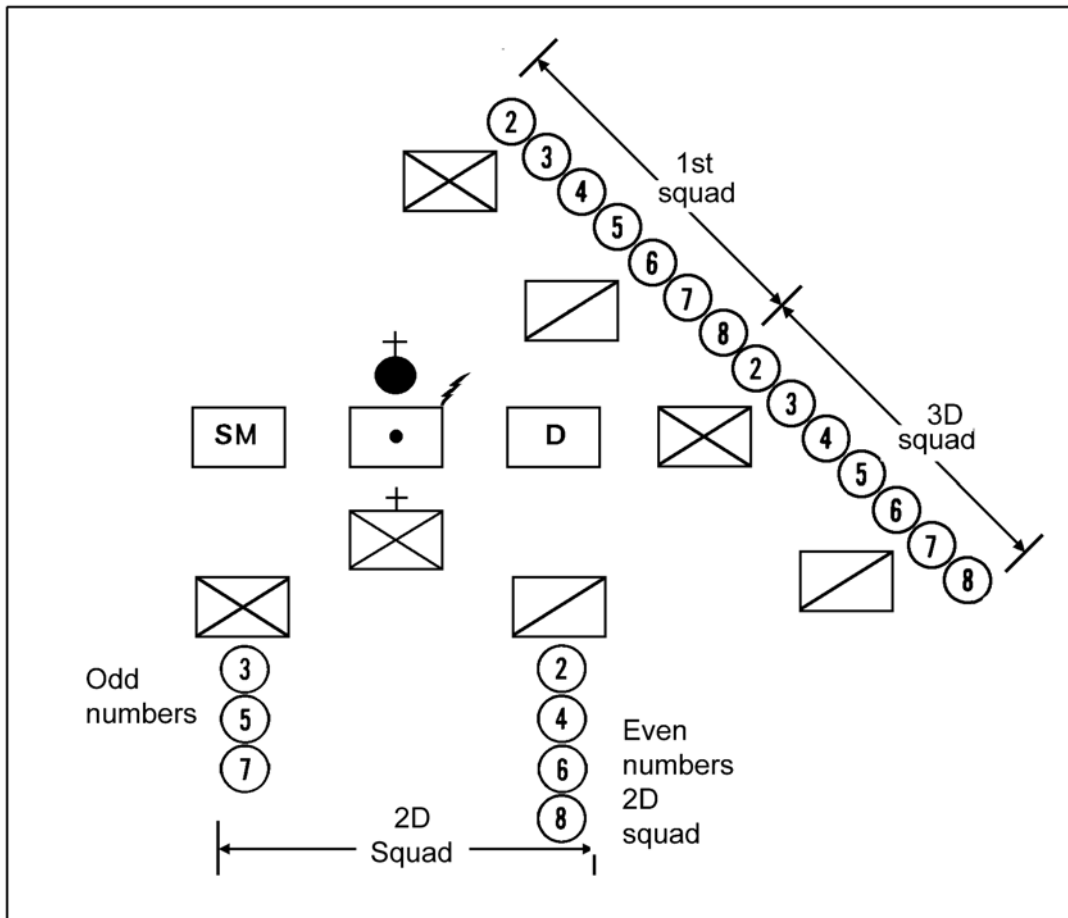


Figure 191-379-5400-7  
Platoon Echelon, Right With One Squad in General Support

- a. Give the command, "Platoon echelon, right (or left), second squad in general support."
  - b. Give the command, "Move," and point to the place where you want the formation.
  - c. Give hand signals with the voice commands. Extend one arm 45 degrees above and the other 45 degrees below the horizon, arms and hands extended. (When facing the platoon, the upper arm indicates the direction of the echelon.)
  - d. Ensure that the first squad leader commands, "Follow me," and that the squad executes an echelon right (or left).
  - e. Ensure that the second and third squad leaders command, "Stand fast."
  - f. Ensure that as the first squad clears the column, the third squad moves to extend the echelon formed by the first squad. The second squad, at the command of its squad leader, executes a column of twos to the right (or left).
7. Form the platoon in a platoon echelon, right (or left) with one support squad in lateral support the same as with the line (Figure 191-379-5400-8).

## Performance Steps

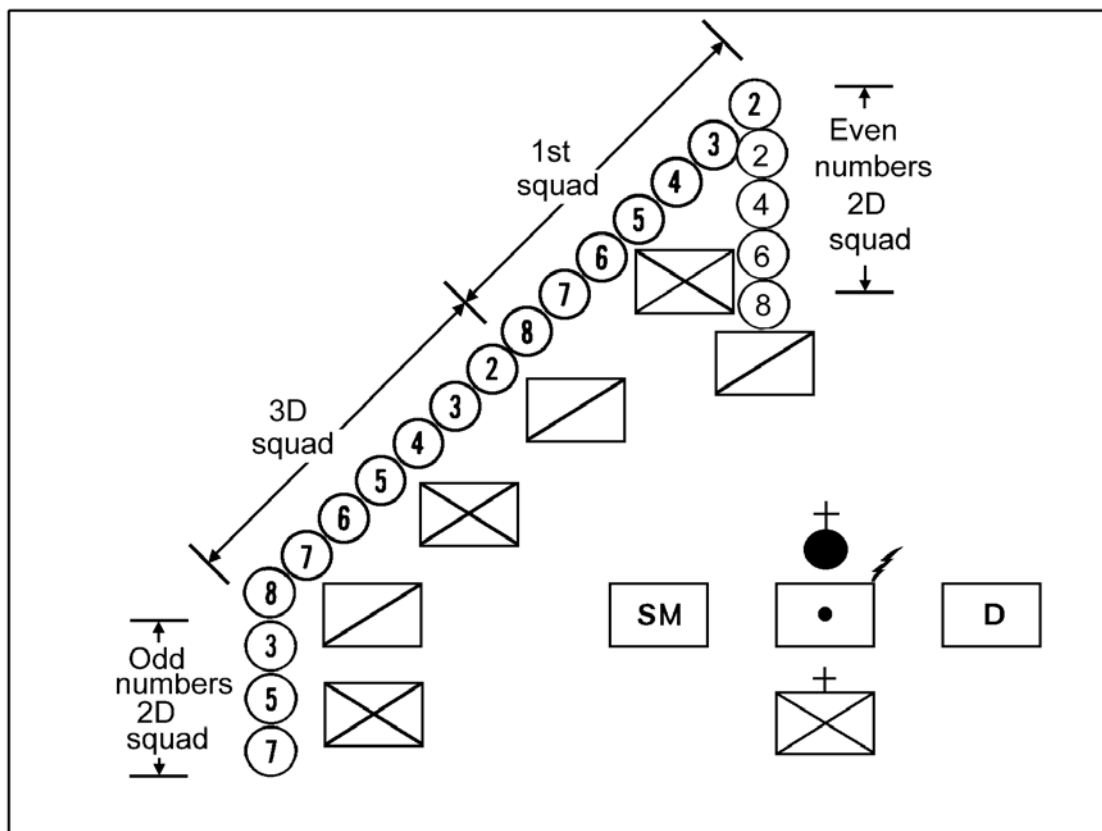


Figure 191-379-5400-8  
Platoon Echelon, Left With Once Squad in Lateral Support

- a. Give the command, "Platoon echelon, right (or left), second squad in lateral support."
  - b. Give the command, "Move," and point to the place where you want the formation.
  - c. Give hand signals with the voice commands. Extend one arm 45 degrees above and the other 45 degrees below the horizon, arms and hands extended. (When facing the platoon, the upper arm indicates the direction of the echelon.)
  - d. Ensure that the first squad leader commands, "Follow me," and that the squad executes an echelon right (or left).
  - e. Ensure that the second and third squad leaders command, "Stand fast."
  - f. Ensure that as the first squad clears the column, the third squad moves to extend the echelon formed by the first squad. After the echelon has formed, the squad leader for the second squad commands, "Odd numbered soldiers, follow me," and the assistant squad leader commands, "Even numbered soldiers, follow me." The odd numbered soldiers move out to the right (or left) and form a column behind the last soldier in the third squad. The even numbered soldiers move out to the left (or right) and form a column behind the first soldier in the first squad.
8. Form the platoon in a platoon echelon, right (or left) with one support squad in close support the same as with the line (Figure 191-379-5400-9).

## Performance Steps

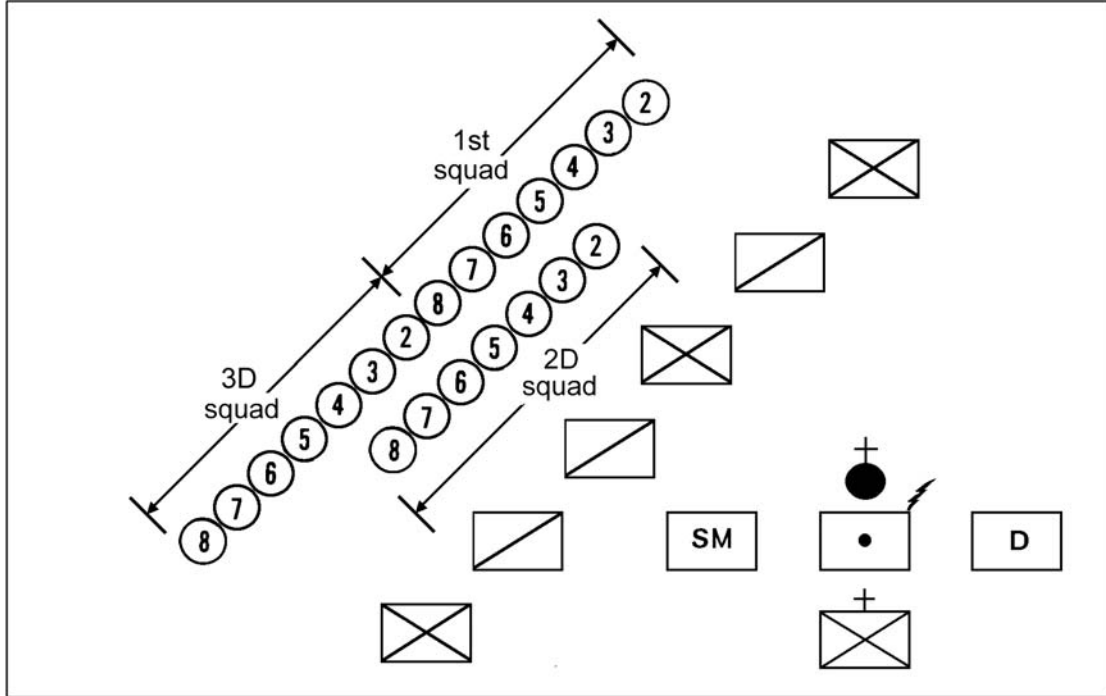


Figure 191-379-5400-9  
Platoon Echelon, Left With One Squad in Close Support

- a. Give the command, "Platoon echelon, right (or left), second squad in close support."
  - b. Give the command, "Move," and point to the place where you want the formation.
  - c. Give hand signals with the voice commands. Extend one arm 45 degrees above and the other 45 degrees below the horizon, arms and hands extended. (When facing the platoon, the upper arm indicates the direction of the echelon.)
  - d. Ensure that the first squad leader commands, "Follow me," and that the squad executes an echelon right (or left).
  - e. Ensure that the second and third squad leaders command, "Stand fast."
  - f. Ensure that as the first squad clears the column, the third squad moves to extend the echelon formed by the first squad. After the echelon has formed, the second squad executes a similar echelon to the rear of the leading echelon. The second squad will form to the right (or left) of its base soldier. The second squad can be shifted to the right or left to support any segment of the formation.
9. Form the platoon in a platoon wedge (Figure 191-379-5400-10).

## Performance Steps

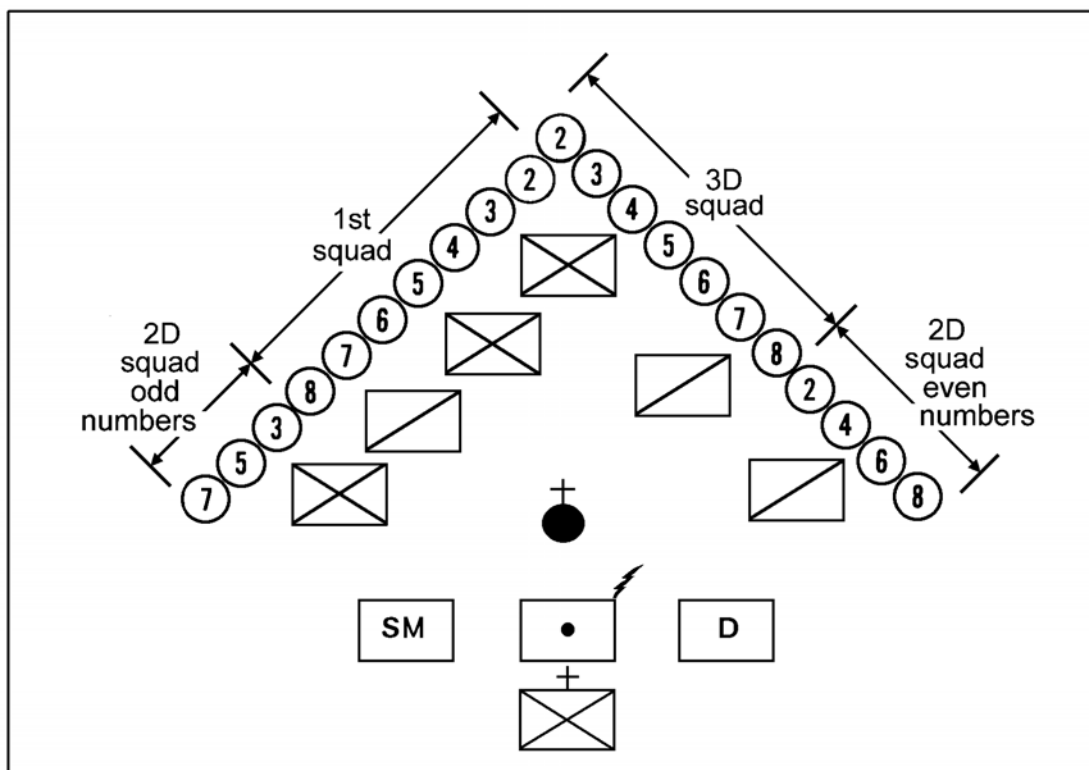


Figure 191-379-5400-10  
Platoon Wedge

- a. Give the command, "Platoon wedge," followed by the command, "Move." Give hand signals with the commands. Extend both arms down to the sides at an angle of 45 degrees below the horizon, palms down and towards the body. Then point to where you want the formation as you give the command of execution.
  - b. Ensure that the first and third squad leaders command, "Follow me," while the second squad leader commands, "Stand fast."
  - c. Ensure that the first and third squads move to the front and, when the last element of the squads have cleared the front of the second squad, the second squad leader commands, "Follow me." The squad moves to the left and right respectively.
  - d. Ensure that the third squad executes an echelon right off the number 2 member (the base member) and the first squad executes an echelon left.
  - e. Ensure that the odd-numbered soldiers of the second squad form an echelon left on the rear element of the first squad and the even-numbered soldiers form an echelon right on the rear element of the third squad.
10. Form the platoon in a platoon wedge with one squad in general support in a column of twos (Figure 191-379-5400-11).

## Performance Steps

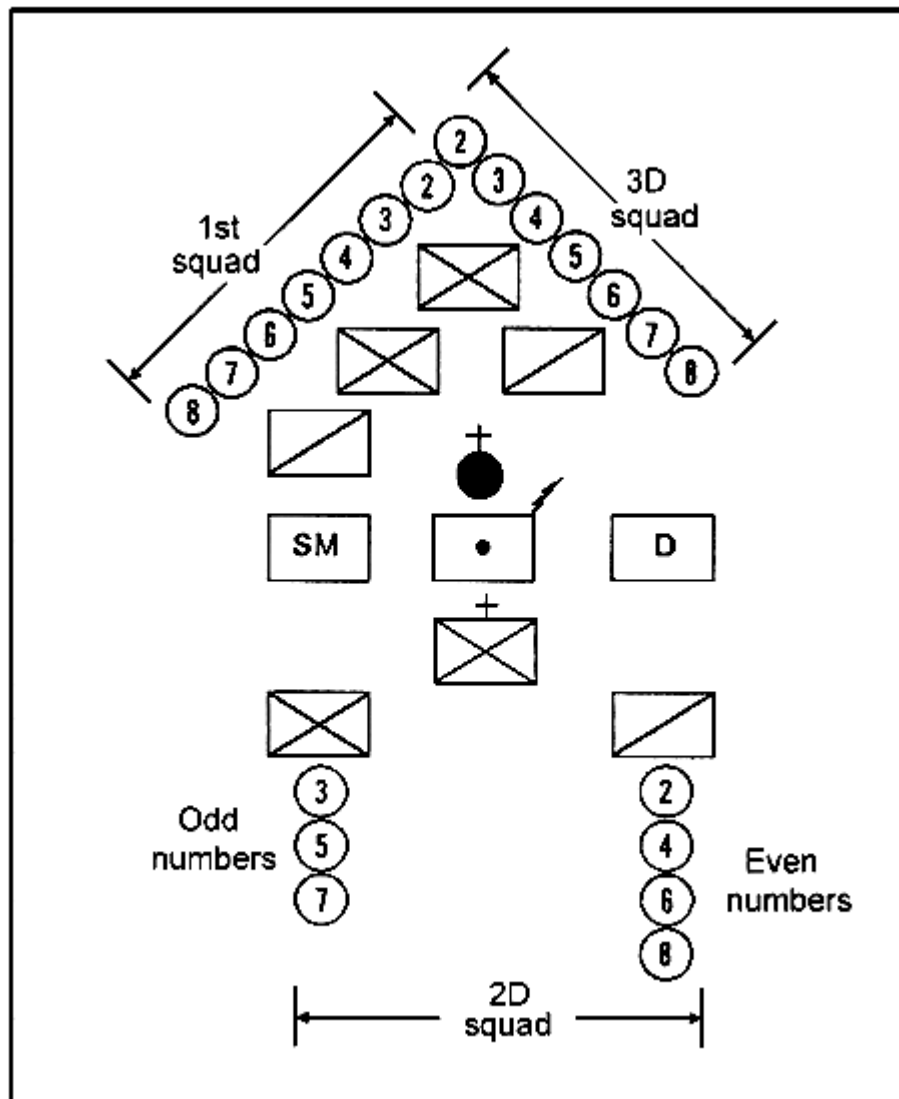


Figure 191-379-5400-11  
Platoon Wedge With One Squad in General Support in a Column of Twos

- Give the command, "Platoon wedge, second squad in support in a column of twos, move."
- Ensure that the first and third squads execute the wedge and the second squad, at the command of its squad leader, executes a column of twos to the right.

NOTE: The support squad, usually the second squad, may also be formed in a single column. The command for this would be, "Platoon wedge, second in support, move." The first and third squads execute the formation, while the second squad remains in column formation.

- Form the platoon in a platoon wedge with one squad in lateral support (Figure 191-379-5400-12).

## Performance Steps

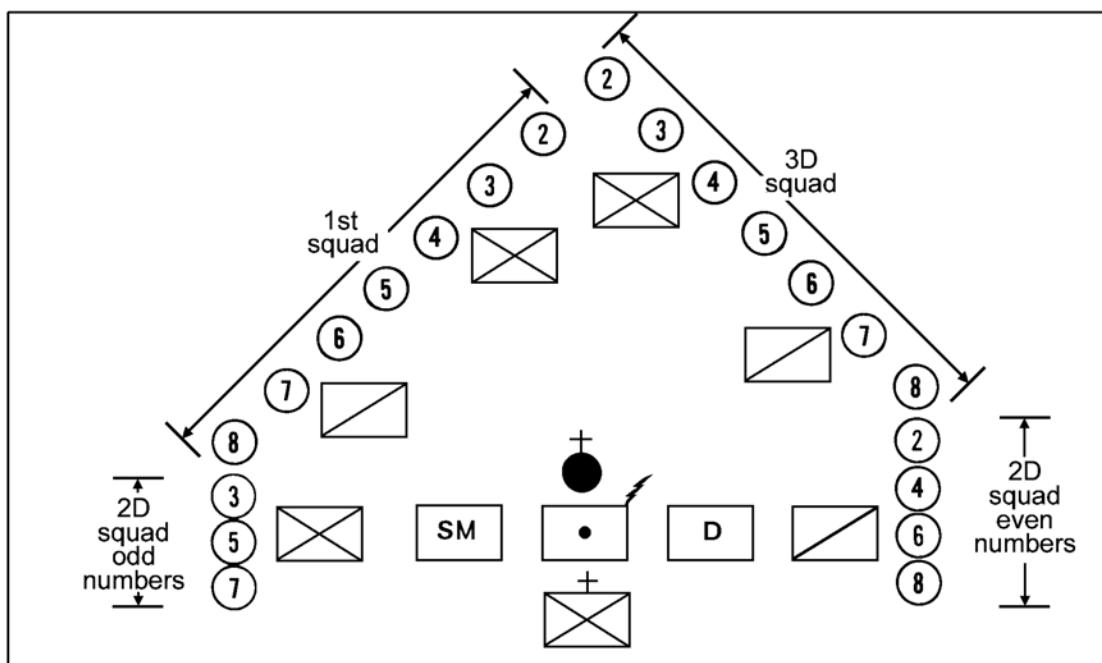


Figure 191-379-5400-12  
Platoon Wedge With One Squad in Lateral Support

- a. Give the command, "Platoon wedge, second squad in lateral support, move." The first and third squads execute the wedge, while the second squad stands fast.
  - b. Ensure that after the wedge has been formed, the squad leader for the second squad commands, "Odd-numbered soldiers, follow me," and the assistant squad leader commands, "Even-numbered soldiers, follow me." The odd-numbered soldiers move out to the left and form a column behind the last soldier in the third squad. The even-numbered soldiers move out to the right and form a column behind the last soldier in the first squad.
  - c. Give the command, "Second squad, lateral support, move," to move the second squad from general support to lateral support.
  - d. Give the command, "Second squad, extend the wedge, move," to have the second squad join the wedge from either general support or lateral support. The second squad leader and the assistant squad leader command, "Follow me," and move out to the left and right, respectively, to extend the wedge on the first and third squads.
12. Form the platoon in a platoon wedge with one squad in close support (Figure 191-379-5400-13).

**Performance Steps**

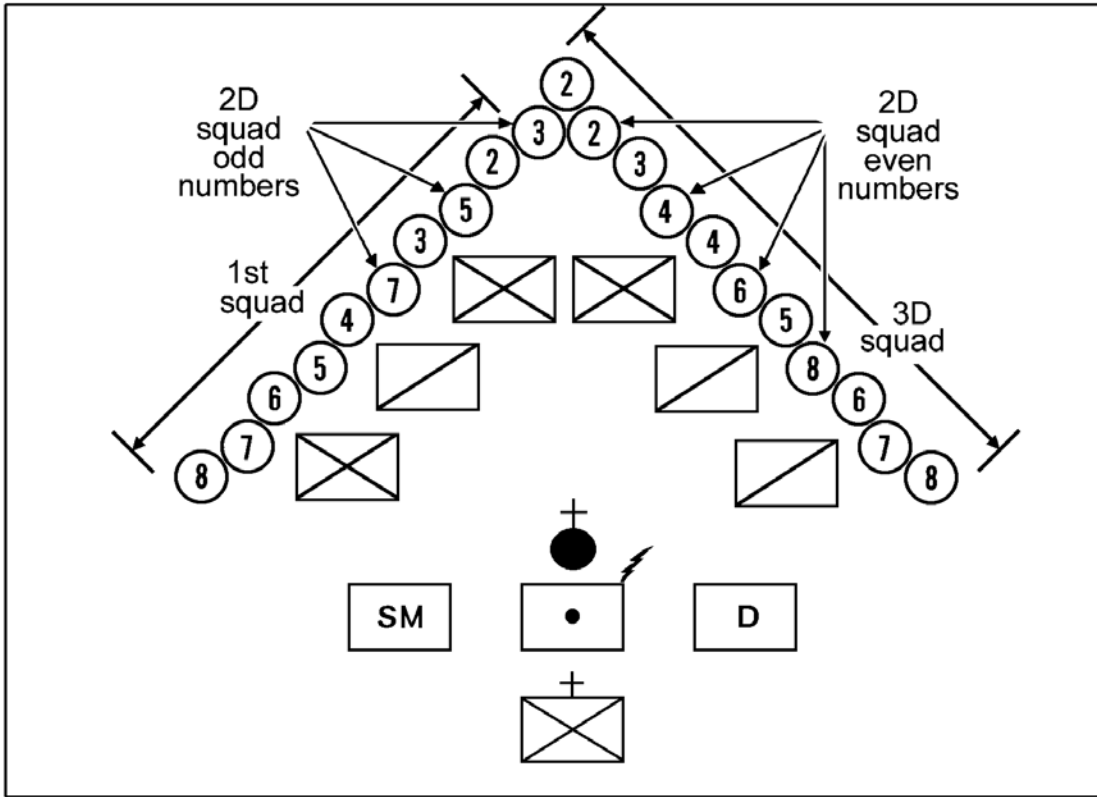


Figure 191-379-5400-13  
Platoon Wedge With One Squad in Close Support

- a. Give the command, "Platoon wedge, second squad in close support, move."
  - b. Ensure that the first and third squads execute a wedge. The second squad executes a squad wedge behind, and centered on, the leading wedge.
  - c. Ensure that the members in the supporting wedge cover the intervals between members in the leading wedge.
13. Reassemble the platoon from a formation.
- a. Move to the rear of the platoon where you want the platoon members to assemble and give the command, "Platoon assemble, move," while making a circular motion above your head with your right hand.
  - b. Ensure that the number 2 members (base member) of each squad do an about face and all other squad members do a facing movement toward their number 2 member.
  - c. Ensure that the platoon comes to port arms upon hearing the command, "Platoon assemble."
  - d. Ensure that upon the command, "Move," the second squad leader commands, "Follow me." The first and third squad leaders command, "Stand fast."
  - e. Ensure that as the second squad clears the formation, the first and third squad leaders command, "Follow me." The first and third squads follow, moving at double time, and dress to the right of the third squad until the platoon is fully formed.

**Performance Measures**

1. Formed the platoon in a platoon line.
2. Formed the platoon in a platoon line with one squad in general support.

**GO**     **NO GO**

\_\_\_\_     \_\_\_\_  
\_\_\_\_     \_\_\_\_

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
3. Formed the platoon in a platoon line with one squad in lateral support.	—	—
4. Formed the platoon in a platoon line with one squad in close support.	—	—
5. Formed the platoon in a platoon echelon right (or left).	—	—
6. Formed the platoon in a platoon echelon right (or left) with one support squad in general support the same as with the line.	—	—
7. Formed the platoon in a platoon echelon right (or left) with one support squad in lateral support the same as with the line.	—	—
8. Formed the platoon in a platoon echelon right (or left) with one support squad in close support the same as with the line.	—	—
9. Formed the platoon in a platoon wedge.	—	—
10. Formed the platoon in a platoon wedge with one squad in general support in a column of twos.	—	—
11. Formed the platoon in a platoon wedge with one squad in lateral support.	—	—
12. Formed the platoon in a platoon wedge with one squad in close support.	—	—
13. Reassembled the platoon from a formation.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed (P). Score the soldier NO-GO if any step is failed (F). If the soldier fails any step, show him how to do it correctly.

**References**

**Required**  
FM 19-15

**Related**



## Subject Area 21: Defense Measures

**Conduct a Defense by a Platoon****071-430-0006**

**Conditions:** Given a specified area to defend, a platoon with TOE equipment, and a requirement to defend that area.

**Standards:** Engaged the threat in accordance with the defensive plan, fires controlled, retained terrain, and destroyed or repelled the threat.

**Performance Steps**

1. Analyze the mission.
  - a. You are given a mission to defend by the company commander in an operations order (OPORD) or a warning order.
  - b. Identify both specified tasks and implied tasks.
  - c. Make an estimate of the situation using the factors of mission, enemy, terrain, troops, and time available (METT-TC).
2. Issue a warning order to the squad leaders. The warning order should include the mission, time, place for issuing the OPORD, and any special instructions needed to start preparation for the mission.
3. Make a tentative plan.
4. Conduct a reconnaissance.
  - a. As a minimum, make a map reconnaissance.
  - b. If at all possible, conduct a ground reconnaissance.
  - c. Evaluate the terrain based on how the available observation, fields of fire, cover and concealment, obstacles, key terrain, and avenues of approach best support your mission and the commander's intent.
  - d. The squad leaders, radiotelephone operator, and forward observers should you on the reconnaissance. You may need to take along some additional security depending on the tactical situation.
5. Start necessary movement or preparations. The platoon sergeant should:
  - a. Initiate orders to prepare for any necessary movement and make preparation for the defense as soon as the warning order is issued.
  - b. Requests and draws ammunition, rations, water, and any special equipment required.
  - c. Ensures that any needed maintenance is accomplished.
  - d. Performs any movement required.
  - e. accomplishes this during the time you and your reconnaissance party are conducting the reconnaissance.
6. Complete the plan.
  - a. The plan is completed or revised based on continuing analysis and completion of the reconnaissance.
  - b. As a minimum, the plan should provide for the:
    - (1) The deployment of squads.
    - (2) The deployment of key weapons.
    - (3) The use of indirect fire.
    - (4) The use of mines and obstacles.
    - (5) The establishment of security measures.
    - (6) The selection and operation of a command and observation posts.
7. Occupy the position.

**Performance Steps**

- a. Establish local security. Locate observation posts to make maximum use of long-range observations.
  - b. Position key weapons. Ensure machine guns cover infantry avenues of approach, have primary and secondary sectors of fire, and provide as much grazing fire as possible, and are assigned either a final protective line (FPL) or a principal direction of fire. Ensure Javelins or Dragons cover armor avenues of approach, have primary and secondary sectors of fire, are positioned to engage targets from the flank, and are mutually supporting.
  - c. Clear fields of fire. Ensure each fighting position clears its field of fire to engage the advancing enemy without exposing friendly positions. Range cards are prepared for each machine gun and Dragon.
  - d. Ensure fighting positions have overlapping sectors of fire
  - e. Improve fighting positions as time is available. Improving overhead cover, aiming and limiting stakes, and camouflage are an ongoing activities.
  - f. Select and improve alternate and supplementary positions. Improve them as time is available.
8. Emplace early warning devices. Platoon early warning system is used, if available. Trip flares are set out. Improvised early warning devices can be used, such as noise makers, trip wire grenades, or other explosives.
  9. Emplace hasty minefields and other obstacles. These should be covered by observation and fire.
  10. Establish communication systems. Depend on radio as little as possible. Establish wire networks down to each squad and up to the company command post (CP).
  11. Stockpile ammunition, water, food, and other supplies. Ensure that any materiel is protected from direct fire and is provided overhead protection.
  12. Engage the enemy at maximum range. When the enemy appears in the platoon sector, engage him with supporting direct and indirect fires. As he comes within the range of your organic weapons, you direct your gunners to start engaging the enemy.
    - a. When the enemy encounters your minefields and obstacles, use all friendly fires to break up the enemy formations.
    - b. If the enemy is able to start an assault, repel or destroy him by calling for final protective fires (FPF) of small arms, machine guns, mortars and artillery.

**Evaluation Preparation:** SETUP: Select an area in the field large enough for a platoon defensive position, including primary, alternate, and supplementary positions.

BRIEF SOLDIER: Tell the soldier his platoon's sector of responsibility and that he is the acting platoon leader. Issue an OPORD (from the company commander) for a defense of the position.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Analyzed the mission.	—	—
2. Issued a warning order.	—	—
3. Made a tentative plan.	—	—
4. Conducted a reconnaissance.	—	—
5. Initiated necessary movement and preparation.	—	—
6. Completed the plan and issued the order.	—	—
7. Occupied the position.	—	—
a. Established local security.		
b. Positioned key weapons.		
c. Ensured fields of fire were cleared.		

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
d. Ensured overlapping sectors of fire.		
e. Selected alternate and supplementary positions.		
8. Ensured early warning devices were installed.	—	—
9. Ensured hasty protective minefields and other obstacles were constructed.	—	—
10. Established communication systems, wire, and radio.	—	—
11. Requested ammunition, food, water, and other supplies for stockpiling.	—	—
12. Engaged the enemy at maximum ranges.	—	—
a. Covered obstacles with fire.		
b. Called for FPL and FPF.		

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

**References**

**Required**

- FM 71-1
- FM 7-7
- FM 7-7J
- FM 7-8

**Related**

Subject Area 22: Unit Operations

**Supervise Maintenance Operations**  
**091-CLT-3009**

**Conditions:** In a field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references.

**Standards:** Established and maintained an effective maintenance shop operation IAW SOPs and applicable references.

**Performance Steps**

1. Ensure unit maintenance procedures are IAW AR 750-1, DA PAM 750-35 and local major command (MACOM) policies.
  - a. Review unit standing operating procedures (SOP) for maintenance.
  - b. Inform unit personnel of changes in policy and new policy that impacts unit SOP.
2. Provide technical assistance to unit maintenance activities.
  - a. Inspect unit maintenance operations.
  - b. Identify shortcomings.
  - c. Make recommendations for corrective action.
  - d. Provide training in maintenance procedures.
3. Provide maintenance management to units.
  - a. Review reports (MCRS and ULLS-G).
  - b. Coordinate with higher level maintenance activities.
  - c. Direct cross-leveling of maintenance assets/workload.
  - d. Prioritize maintenance efforts of units.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Review unit SOP as scheduled	—	—
2. Compare unit SOP against standards set in DA PAM 750-35-35.	—	—
3. Complete regular inspection of unit operations.	—	—
4. Compare unit operations against standards in AR 750-1, DA Pam 738-750 and DA PAM 750-35.	—	—
5. Inspect environmental protection practices for compliance.	—	—
6. Review safety program practices for compliance with AR 385-55.	—	—
7. Record and submit deficiencies to proper personnel for correction.	—	—
8. Record training needs.	—	—
9. Coordinate with appropriate personnel to provide needed training.	—	—
10. Review MCSR for accuracy and compliance with standards in AR 700-138, and applicable user's manual.	—	—
11. Coordinate with appropriate maintenance level to correct maintenance discrepancies.	—	—
12. Coordinate with TRADOC and AMC to ensure that emerging issues are addressed appropriately at the unit.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

**References****Required**

AR 385-10  
AR 385-40  
AR 385-55  
AR 600-55  
AR 700-138  
AR 700-4  
AR 710-2  
AR 725-50  
AR 735-5  
AR 750-43  
DA PAM 25-30  
DA PAM 710-2-1  
DA PAM 710-2-2  
DA PAM 738-750  
DA PAM 750-1  
DA PAM 750-35  
FM 4-30.3

**Related**

**Supervise Supply Activities**  
**101-92Y-0001**

**Conditions:** You are assigned to an organization with the duty to supervise a supply activity in a field or garrison environment. Given the various types of supply functions, you have full access to all supply reports, references, equipment and logistical automated systems. A logistician specializing in the supply field will be present to assist you.

**Standards:** Attained and maintained 100% accountability of all supplies, equipment, and supply records assigned to your activity. Ensured all organizational supply needs were met in the correct quantities, at the appropriate place, and time.

**Performance Steps**

1. Verify supply activity operations are in accordance with the governing regulations.
  - a. Review the appropriate regulations governing the specific supply functions being performed.
    - (1) Determine which regulations and forms are essential to perform specific supply functions.
    - (2) Review all policy letters, commander guidance, and standing operating procedures (SOP) pertaining to the activity operations.
    - (3) Make a list of critical supply functions, and areas of concentration, which can jeopardize the mission.
  - b. Evaluate the performance of the supply activity operations.
    - (1) Review the historic reports and documents generated from the activity.
    - (2) Identify areas where the supply functions are substandard operations.
    - (3) Meet with key personnel and set up internal controls to correct substandard procedures.
    - (4) Design internal standing operating procedures based on the governing regulations, and indoctrinate the commanders guidance.
2. Identify the areas of responsibility and accountability.
  - a. Establish the chain of command.
    - (1) Identify the key personnel in your supply activity.
    - (2) Identify the responsibilities of your position.
    - (3) Identify the responsibilities of your subordinates.
    - (4) Identify property and equipment for which you are responsible.
  - b. Establish property and equipment accountability.
    - (1) Conduct a 100% physical inventory of all supplies and equipment for which you are responsible.
    - (2) Report all identified shortages and overages through command supply channels.
    - (3) Ensure appropriate methods of relief are applied.
    - (4) Ensure that all property and equipment is properly distributed (subhand receipted) down to the user level.
    - (5) Update and maintain your hand receipt/ subhand receipt as necessary.
  - c. Establish an active physical security program for the areas for which you are responsible.
    - (1) Arms room and sensitive items.
    - (2) Supply room and OCIE.
    - (3) Storage area.
    - (4) NBC.
  - d. Steward Resources.
    - (1) Review expendable requisitions.
    - (2) Review the GSA/SSSC requisitions.
3. Develop the supply activity portion of the unit Standing Operating Procedures.
  - a. Collect pertinent data concerning the administrative and technical procedures of your activity.
  - b. Incorporate the following areas into your SOP:
    - (1) Commander's training guidance
    - (2) Reporting Procedures/Situation reporting procedures (SITREP)

**Performance Steps**

- (3) Chain of Command
  - (4) Environmental Hazards
  - (5) Safety Program
  - (6) Physical Security Program
  - c. Develop a detailed plan on how you will implement the following:
    - (1) Command Supply Discipline Program (CSDP).
    - (2) Internal Control system.
    - (3) Cyclic Inventories.
  - d. Enforce safety standards and regulations.
    - (1) Appoint safety officer to coordinate with the unit's safety officer, and to write the safety portion of the activity's SOP, and ensure the administration of the unit safety program.
    - (2) Verify that the safety SOP is publicized, and posted in a your activity area.
    - (3) Verify soldiers are trained on and practice the safety standards.
  - e. Conduct risk management.
    - (1) Ensure supply activity members adhere to all safety and occupational health standards applicable to routine operations.
    - (2) Incorporate risk management techniques into all activity operations.
      - ( a ) Identify hazard.
      - ( b ) Assess risk.
      - ( c ) Determine controls.
      - ( d ) Make decisions.
      - ( e ) Supervise and evaluate.
4. Supervise Supply Activity Operations.
- a. Determine required reports.
    - (1) Determine what reoccurring reports your activity must generate.
    - (2) Determine what automated/status reports are required of you and at what frequency.
    - (3) Determine what input to the unit status reporting is required from your activity.
    - (4) Determine the interval required to conduct inventories.
  - b. Review supply documents leaving your activity randomly, for correctness, and completeness.
    - (1) UND Codes on requisitions.
    - (2) Document Register for discrepancies.
    - (3) Turn-In Documents.
    - (4) Training Ammunition Requests.
    - (5) Reconciliation Validation Reports.
    - (6) Cancellation Requests.
    - (7) Receipt Documents.
  - c. Consult with the supply subject matter experts at regular intervals.
    - (1) Obtain information on how the functional areas supply operations are being conducted.
    - (2) Disseminate information and identify areas of concern which need to be elevated to the next higher level.
    - (3) Follow up as necessary to assure improved productivity.
    - (4) Keep your commander informed about the productivity of the activity.

**Evaluation Preparation:** This task can be evaluated during routine unit operations.

**Brief Soldier:** Inform soldier that the evaluation is measured on the ability to perform the listed performance measures.

**Performance Measures**

- 1. Used proper procedures to access the DA Pamphlet 25-30 CD ROM to identify blank forms and needed publications, and gather most recent information on available Publications

**GO      NO GO**

—            —

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
2. Checked property book accounting (manual and automated) IAW DA Pam 710-2-1 Chapter 4, Section I	—	—
3. Checked for accuracy and completion of hand receipts, subhand receipts, hand-receipt annexes and component listings IAW DA Pam 710-2-1, Chapter 5, 6 and 9 and AR 710-2.	—	—
4. Coordinated issue, storage and turn in of supplies and equipment IAW DA Pam 710-2-1, Chapters 3 & 5.	—	—
5. Coordinated requisition and receipt of supplies and logistical services IAW DA Pam 710-2-1, Chapter 2.	—	—
6. Verified that all 10%, quarterly, semiannual, and annual inventories are performed IAW DA Pam 710-2-1 Chapter 9.	—	—
7. Verified that corrective actions had been taken to rectify discrepancies IAW DA Pam 710-2-1, Chapter 9, Section II, and Chapter 4 and AR 735-5, Chapters 12 and 13.	—	—
8. Determined if equipment was reportable IAW DA Pam 738-750.	—	—
9. Coordinated the processing of required supply operations reports IAW AR 710-2, Chapters 2 and 3.	—	—
10. Conducted random checks of supply documents leaving your activity IAW AR 710-2 Appendix B and AR 735-5, Chapter 11.	—	—

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

**References**

**Required**

AR 700-84  
 AR 710-2  
 AR 735-5  
 DA PAM 25-30  
 DA PAM 710-2-1  
 DA PAM 710-2-2  
 DA PAM 738-750

**Related**

AR 190-11  
 AR 190-13  
 AR 220-1  
 AR 30-1  
 AR 385-10  
 AR 725-50  
 DA PAM 385-1  
 FM 100-15  
 FM 10-1  
 FM 10-14-1  
 FM 10-15  
 FM 10-23  
 FM 10-23-1  
 FM 10-27-4



## Supervise Tactical Feeding Operation

### 101-CLT-0198

**Conditions:** As a supervisor in a field environment, given AR 30-21, FM 10-23, FM 21-10, FM 21-10-1, STP 21-24-SMCT, TB MED 530, the unit commander has directed you to supervise field feeding mission.

**Standards:** Supervise personnel in a tactical environment at a field kitchen site and set realistic and attainable goals. Clearly delegate tasks and evaluate performance. You must complete all performance measures accurately to ensure that the feeding mission is done in time.

### Performance Steps

1. Ensure soldiers receive three quality meals each day.
  - a. Review the field menu for possible changes.
  - b. Plan to modify menu using the appropriate forms and procedures.
  - c. Provide the essential nutrients by meeting the requirements of the basic food guide pyramid.
  - d. Provide the essential nutrients by meeting the requirements of the basic food guide pyramid.
    - (1) A variety of foods.
    - (2) Reduced portion size.
    - (3) Foods drained of excess fat and oil.
    - (4) Baked items when fried foods are offered.
    - (5) Meats trimmed of excess fat.
    - (6) Fresh fruits.
  - e. Plan calories and portion sizes using field-feeding procedures based on operational plans.
2. Ensure feeding site is camouflaged.
  - a. Determine the best available site for the field kitchen operations.
  - b. Select an area that provides good natural cover.
  - c. Erect camouflage net to supplement whatever natural concealment is available.
  - d. Use natural concealment or camouflage net to cover vehicles and any field kitchen equipment.
  - e. Plan to place serving line and mess kit laundry line with maximum protection from the enemy by using natural concealment or camouflage net.
3. Keep soldiers disbursed during feeding operations.
  - a. Select an area for operation that provides good natural concealment.
  - b. Select an area that has enough space to prevent crowding.
  - c. Place mess kit laundry line 50 feet (15 meters) from the field kitchen.
  - d. Establish and monitor the set up of serving lines during feeding time based on location, enemy activity, unit mission, weather, and visibility.
  - e. Apply one of the following serving lines concepts based on terrain, enemy activity, weather, visibility, and field kitchen equipment being used.
    - (1) One-way staggered.
    - (2) One-way straight.
    - (3) U-shaped (MKT).
    - (4) Two serving lines (MKT).
4. Enforce preventive medicine standards.
  - a. Consult with the veterinary officer on food products that are suspected of being contaminated.
    - (1) Inspect for contaminated subsistence.
      - (a) Check canned foods for swellers, leaks, or springers.
      - (b) Check meat, poultry, and seafood for abnormal odor or color.
    - (2) Isolate subsistence, which may be contaminated so that it is not prepared and served.
    - (3) Request a veterinary officer inspect food products that may be contaminated.
    - (4) Request information on how to dispose of food products, which are unfit for human consumption.
  - b. Consult with the veterinary officer on the shelf life of food products.

**Performance Steps**

- (1) Request that officer inspect subsistence when expiration date has expired.
  - (2) Request that officer inspect canned goods that have outward signs of deterioration.
  - c. Obtain certificate of unfitness from the veterinary officer when subsistence is damaged or destroyed and when condemnation loss or report of survey is being completed.
    - (1) Prepare DA Form 3161 for the disposition of unfit items (prepare separate DA Forms 3161 for perishable and semi-perishable subsistence items).
    - (2) Ensure that veterinary or medical personnel, the TISO, and a witness each sign the proper statement on DA Form 3161 stating that the items listed have been inspected and are unfit for human consumption.
    - (3) Ensure that items having no potential sale value are disposed of properly.
    - (4) If using an automated system, enter and process items according to their disposition.
  - d. Coordinate with the veterinary officer on problems associated with sanitation, pest control, and the environmental condition of the field site.
    - (1) Coordinate in assessing the adequacy of food service sanitation practices.
    - (2) Ask for technical guidance and assist in presentation of food service sanitation training for non-supervisory personnel.
5. Schedule meal times to fit operational plans.
- a. Coordinate with the unit commander for unit mission data.
    - (1) Review previously prepared SOPs, if available.
    - (2) Determine the regulatory guidelines.
    - (3) Examine work schedule and equipment layout.
    - (4) Evaluate current procedures to ensure that they are effective.
    - (5) Verify that procedures to be used are within the regulatory guidelines.
    - (6) Select the procedures to be used.
    - (7) Provide further guidance based on the unit's mission, as needed.
  - b. Coordinate operation standards with the food advisor.
  - c. Coordinate with the food service officer.
  - d. Plan and develop the SOP.
    - (1) Draft the SOP.
    - (2) Finalize the SOP.
  - e. Coordinate with the ration breakdown point and the TISA for requesting and issuing schedules and available menus.
  - f. Coordinate with the S-4 for supply requirements.
  - g. Organize the equipment based on the unit's mission.
  - h. Inform the operating team of coordination accomplished.
  - i. Implement the action plan, using the advanced party to set up the field feeding operation.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Ensured soldiers received three quality meals each day.	—	—
2. Ensured feeding site was camouflaged.	—	—
3. Kept soldiers disbursed during feeding operations.	—	—
4. Enforced preventive medicine standards.	—	—
5. Scheduled meal times to fit operational plans.	—	—

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

**References**

**Required**  
AR 30-21

**Related**

**References**

**Required**

FM 10-23  
FM 21-10  
FM 21-10-1  
STP 21-24-SMCT  
TB MED 530

**Related**

**Supervise CSS Functions During Platoon Operations**  
**151-357-0001**

**Conditions:** You are a platoon leader/sergeant of a platoon operating in a field environment with the responsibility of supervising CSS operations relating to your platoon.

**Standards:** Ensure the proper accountability of personnel, the controlling of platoon's health procedures, the verification of financial readiness, the control of supply accountability and LOGPAC procedures and the control of the platoon's movement. Task must be performed IAW current doctrine and unit's SOP.

**Performance Steps**

1. Account for personnel
  - a. Verify status report
  - b. Review DA Form 1155/56
2. Control the Platoon's health procedures
  - a. Verify evacuation procedures
  - b. Identify majors components of the medical threat
  - c. Identify preventive medicine measure to prevent the threat
  - d. Identify requirement and responsibility for the FST
  - e. Identify combat lifesaver
3. Verify platoons financial readiness
4. Control of platoon's classes of supplies
  - a. Identify resource requirement
  - b. Control accountability
5. Direct Platoon's LOGPAC operation
  - a. Ensure that the proper Log Report was submitted to the company.
  - b. Verify the commander's intent for resupply operations
6. Control the platoon's movement plan
  - a. Prepare platoon movement plan
  - b. Verify route surveillance
  - c. Ensure that vehicles are fully fueled
  - d. Check for operational readiness of vehicles

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Obtained squad personnel status report and completed DA Form 1155 and 1156 from the squad leaders.	—	—
2. Processed and consolidated the information provided by squad leaders to prepare a platoon strength report.	—	—
3. Recorded situation reports (SITREPS) and other personnel information.	—	—
4. Updated the battle roster.	—	—
5. Forwarded the platoon strength and completed DA Form 1155 and 1156 to the company command post.	—	—
6. Verified that personnel were aware how to: <ol style="list-style-type: none"> <li>a. Collect all information needed for the MEDEVAC request</li> <li>b. Record MEDEVAC information using authorized brevity codes.</li> <li>c. Contact the medical unity which control evacuation.</li> </ol>	—	—

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
d. State the purpose of the message is stated in clear text.		
e. Transmit the MEDEVAC request information		
7. Supervised the movement of the casualty.	—	—
8. Verified that there was a Combat lifesaver in your platoon.	—	—
9. Coordinated with medical personnel to ensure platoon has properly trained personnel.	—	—
10. Supervised the actions of the combat lifesaver.	—	—
11. Verified platoons basic pay and entitlements.	—	—
12. Verified accuracy of platoon's LES.	—	—
13. Conducted predelayment review of platoon's financial readiness.	—	—
14. Inspected availability and accuracy of a unit standing operations procedures (SOP). Included storage requirements, methods, facilities, and responsibility.	—	—
15. Inspected location, storage method, material conditions, and general appearance of storage areas.	—	—
a. For weapons and sensitive items, included accountability, environmental control, physical security and access considerations.		
b. For ammunition and explosive, included accountability, environmental control, physical security and access considerations.		
c. For petroleum, oils and lubricants and flammable liquids, same as above.		
16. Verified accuracy of logistics report submitted to the company.	—	—
17. Ensured the platoon rotated for supplies, mail, rations, and refill or exchange water cans.	—	—
18. Verified the rearming and refueling of the platoon.	—	—
19. Ensured that all platoon's wounded in action, killed in actions and enemy prisoner of war were present at the resupply point for transport to the rear.	—	—
20. Verified that KIA were separated from WIA and EPWs.	—	—
21. Verified that vehicles needing unit level or higher maintenance stoped in maintenance holding area.	—	—
22. Ensured that a precombat inspection was done after resupply operation is complete.	—	—
23. Coordinated with company on movement orders.	—	—
24. Verified route.	—	—
25. Conducted Pre-combat inspection on assigned vehicles and equipment.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier score NO-GO, show what was done wrong and how to do it correctly.

#### References

**Required**  
 FM 100-10  
 FM 10-27-4  
 FM 21-10

#### Related

STP 21-24-SMCT

**References**

**Required**  
FM 55-30  
FM 8-10-6  
TC 21-7

**Related**

**Coordinate Combat Service Support (CSS) Operations  
151-357-0002**

**Conditions:** You are assigned the position of support operations NCO and are responsible for supervising CSS operations in a Force XXI and AOE organization.

**Standards:** Prioritize support requirements, identify logistical capabilities (including medical), determine logistical planning considerations and list the roles and responsibilities of assigned personnel. These duties must be performed IAW established directives, current doctrine, local SOP and apply to Force XXI and AOE.

**Performance Steps**

1. Become familiar with CSS missions and organization in AOE and Force XXI units.
  - a. Identify functional responsibilities of CSS staff.
  - b. List basic elements for CSS support planning
  - c. Recognize the primary support capabilities of a DISCOM Corps Support Group
2. Describe the responsibilities of the support operations NCO in managing all classes of supplies.
  - a. Identify external support requirements.
  - b. Assess internal support assets required to accomplish customer support.
  - c. Prioritize support based on commander's guidance, (SOP, policies, customer needs and supporting units capabilities)
  - d. Provide input for external support SOP.
  - e. Plan future support operations.
  - f. Manage internal support mission.
  - g. Conduct logistics planning
  - h. Plan all supply, maintenance, and supply service operations.
3. Discern CSS structure for Force XXI and AOE division, CORPS, and the theater levels.
  - a. Sequence the supply flow from depot to foxhole.
  - b. List responsibilities of personnel.
  - c. Apply support operations.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Listed staff session capabilities, mission, and responsibilities. <ol style="list-style-type: none"> <li>a. Verified support capabilities of internal staff</li> <li>b. Verified support capabilities on next higher echelon.</li> <li>c. Coordinated efforts based on known functions and capabilities.</li> <li>d. Evaluated sustainment capabilities of support operations procedures.</li> <li>e. Reviewed the accuracy of unit's standard operating procedures (SOP).</li> </ol>	—	—
2. Ensured that staff employs the sustainment imperatives of anticipation, integration, continuity, responsiveness, and improvisation. <ol style="list-style-type: none"> <li>a. Anticipated placement of Classes I, II, III, IIII, IV, V, VI, VIII, IX, water and other support.</li> <li>b. Ensured METT-T is always considered.</li> <li>c. Verified that operations were supported at every stage of planning and execution.</li> <li>d. Tailored configured load based on priority, customer and mission responsiveness to changing tactical situations.</li> <li>e. Participated in internal and external exercises designed to measure responsiveness to changing tactical situations.</li> <li>f. Identified staff counterpart at DISCOM or Corps Support Group support operations section.</li> </ol>	—	—

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
g. Prepared required reports for submission to support operations officer and higher headquarters.		
h. Identified internal support requirements to all battalion staff sections		
i. Tracked command-directed critical supplies and equipment.		
3. Reviewed logistics reports from subordinate units.	—	—
a. Prepared consolidated report for support operations staff.		
b. Updated critical equipment list.		
c. Verified the accuracy of logistics reports.		
d. Maintained customer density lists.		
e. Maintained asset visibility.		
4. Verified support requirements for Classes I, II, III, IIIP, IV, V, VI, VII, VIII, IX.	—	—
a. Identified current location of storage and support facilities.		
b. Obtained projected location of storage and support facilities.		
c. Maintained visibility of all stockage levels		
d. Assisted in conducting Authorized Stockage List (ASL) review Board.		
e. Served as Subject Matter Expert (SME) and evaluator of subordinate units inspections or assistance visits.		
f. Coordinated field service support.		
5. Coordinated movement requirements	—	—
a. Selected most appropriate model based on commander's priorities		
b. Provided (based on METT-T) input in creating multifunctional modular support packages for deployment operations		
c. Assessed internal lift capabilities.		
d. Requested external support assets.		
e. Conducted terrain analysis.		
6. Coordinated with appropriate medical support units.	—	—
a. Identified appropriate POCs.		
b. Assisted in coordinating medical support for battalion.		

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier score NO-GO, show what was done wrong and how to do it correctly.

**References**

<b>Required</b>	<b>Related</b>
DA PAMPHLET 710-2-2	
FM 100-10	
FM 63-2	
FM 63-20	
FM 63-20-1	
FM 63-21	
FM 63-2-1	
FM 63-21-1	
FM 63-2-2	
FM 63-23-2	



**Integrate Threat Capabilities Into Mission Planning.**

**159-200-2020**

**Conditions:** You are assigned to a battalion staff in the Operations (S-3) or Intelligence (S-2) section. Your battalion is tasked to plan and conduct a field operation based on a brigade operations order. You have access to the brigade operations order, the brigade intelligence estimate, and the battalion commander's initial guidance. You have access to tactical C4I systems.

**Standards:** Correctly identified global threats to the U.S. and its forces. Correctly identified threat capabilities for the specific tactical and operational situation. Integrated threat capabilities into all Courses of Action (COA) analysis and mission planning.

**Performance Steps**

1. Identify global threats.
  - a. Identify global trends.
  - b. Characterize the global threat environment.
  - c. Recognize competitors to U.S. interests.
  - d. Recognize asymmetrical treat methods and actions.
2. Determine threat capabilities.
  - a. Evaluate Intelligence estimate from higher HQs
  - b. Recognize available database sources of threat information.
  - c. Access Intelink or Intelink-S sources of regional information.
  - d. Access MIDB.
  - e. Access unclassified internet (www) sources of regional information.
3. Apply threat capabilities to COA analysis and mission planning.
  - a. Wargame most likely threat COA against friendly plans and incorporate into mission plans .
  - b. Wargame most dangerous treat COA against friendly plans and incorporate into mission plans.
  - c. Identify potential vulnerabilities to friendly plans and incorporate into mission plans.

**Evaluation Preparation:** Setup: Provide the soldier with the materials listed in the CONDITIONS statement and a copy of the performance measures. The performance of this task could be evaluated during a training exercise.

Brief Soldier: Tell soldier that he will be evaluated on correctly passing all the performance measures.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Identify 4 major global trends and their effect on the operational environment.	—	—
2. Describe the global threat environment. Describe how it is different from that of the Cold War era.	—	—
3. Describe asymmetrical methods. Explain the difference between asymmetrical and conventional military methods.	—	—
4. Locate the Intelligence Estimate within an operations order.	—	—
5. Derive applicable information from higher HQ Intelligence Estimate.	—	—
6. Identify 4 available databases containing threat information.	—	—
7. Retrieve regional and threat specific information from Intelink or Intelink-S.	—	—
8. Retrieve regional and threat specific information from unclassified internet sources.	—	—

**Performance Measures**

**GO**    **NO GO**

- |   |   |   |
|---|---|---|
| 9. Identify the most likely threat COA and the most dangerous threat COA. | — | — |
| 10. Identify at least one potential vulnerability in the friendly plan.   | — | — |
| 11. Incorporate threat findings in all mission planning.                  | — | — |

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

**References**

**Required**

**Related**  
FM 34-130

## Conduct a Search/Seizure

181-101-4001

**Conditions:** You are a soldier in the U.S. Army. As a soldier, you are responsible for identifying and understanding the U.S. Constitution 4th Amendment's protections against unreasonable searches and seizures and its application in the U.S. Army. You must also identify and understand who is permitted to authorize a search; the search's legal basis, purpose, and scope; and permissible exceptions to the 4th Amendment. Additionally, you must identify and understand the differences between an inspection and a search.

**Standards:** Identify and understand the U.S. Constitution 4th Amendment's protections against unreasonable searches and seizures and its application in the U.S. Army. Identify and understand who is permitted to authorize a search; the search's legal basis, purpose, and scope; and permissible exceptions to the 4th Amendment. Identify and understand the differences between an inspection and a search.

### Performance Steps

1. List the authority for search and seizure.
  - a. Describe the 4th Amendment to the U.S. Constitution's protection against unreasonable searches and seizures.
  - b. Describe the 4th Amendment to the U.S. Constitution's applicability to U.S. Army soldiers.
  - c. Describe the necessity for the 4th Amendment to the U.S. Constitution to apply differently to soldiers and civilians.
  - d. Describe the 4th Amendment to the U.S. Constitution's requirement that a search or seizure be based on probable cause and a "warrant" or "authorization" in the Armed Forces.
2. Identify the requirements for conducting a search or seizure.
  - a. Describe the requirement for the Commander to first determine whether probable cause exists and define what constitutes probable cause to search.
  - b. Describe the totality of the circumstances test used to evaluate whether probable cause exists.
3. Describe which person(s) have the authority to authorize a search.
  - a. Describe where this authority is derived.
  - b. Describe whether this authority can be further delegated.
  - c. Describe why it might be preferable to have a Military Magistrate or Military Judge authorize a search instead of the Commander.
  - d. Describe the requirement for a Commander to have authority over the place to be searched in order to authorize a search of that place.
  - e. Describe whether a Commander has authority to authorize a search of a soldier's off-post quarters or personal property in the Continental United States (CONUS).
4. Describe the procedures required to obtain an authorization to search.
5. Describe the scope of an authorized search.
6. Describe the requirement for the Commander to be neutral and detached.
7. Describe exceptions to the 4th Amendment.
  - a. Describe various types of searches that are exceptions to the 4th Amendment.
    - (1) Describe the necessity for the suspect to have a reasonable expectation of privacy in the area searched.
    - (2) Describe the 4th Amendment's application to the search of Government property.
    - (3) Describe the 4th Amendment's application to items in "Open View".
  - b. Describe a Consent Search.
    - (1) Describe whether Command Authorization is required with a Consent Search.
    - (2) Describe whether Probable Cause is required with a Consent Search.
    - (3) Describe the requirement for the consent to be voluntary or freely given.

**Performance Steps**

- (4) Describe the applicability of the totality of the circumstances test to a Consent Search.
  - (5) Describe how the consent may be partial or limited and the restrictions this places on the search.
  - (6) Describe withdrawal of consent and its effect on continuation of the search.
  - c. Describe a Search Incident to Apprehension.
    - (1) Describe the legitimate reasons for such a search.
    - (2) Describe the scope or parameters of such a search.
  - d. Describe a Search Under Exigent Circumstances.
    - (1) Define what constitutes Exigent Circumstances.
    - (2) Describe the legitimate reasons for conducting a Search Under Exigent Circumstances.
    - (3) Describe whether a search authorization is required for a Search Under Exigent Circumstances.
  - e. Describe the requirement and importance of maintaining a proper chain of custody.
8. Describe Inspection Procedures.
- a. Define an Inspection.
  - b. Describe the Primary Purpose Test of an Inspection.
  - c. Describe the Scope of an Inspection.
  - d. Describe whether the 4th Amendment restricts a Commander's authority to order an administrative inspection.
  - e. Describe the relationship between a "search" and an "inspection".
  - f. Describe the Subterfuge Rule regarding an Inspection.
  - g. Describe a Health and Welfare Inspection.
    - (1) Describe the primary purpose and scope of a Health and Welfare Inspection.
    - (2) Describe whether the use of Drug Detection Dogs during a Health and Welfare Inspection is permissible.
  - h. Describe the permissibility of a Commander conducting an inspection or "lock-down" for lost weapons or ammunition.
  - i. Describe the permissibility of a Gate Inspection.
  - j. Describe the admissibility of evidence at trial obtained through an illegal search or inspection.
  - k. Describe the authority of a Commander to conduct an Inventory of a soldier's property.
    - (1) List the circumstances under which an inventory is required.
    - (2) Describe whether contraband discovered during an Inventory may be seized and used as evidence in a criminal prosecution.

**Evaluation Preparation:** Setup: Evaluate this task at the end of military justice training on conducting searches and seizures.

**Brief Soldier:** Tell the soldier that he or she will be evaluated on his or her ability to identify and understand the U.S. Constitution 4th Amendment's protections against unreasonable searches and seizures and its application in the U.S. Army. Tell the soldier that he or she will also be evaluated on his or her ability to identify and understand who is permitted to authorize a search; the search's legal basis, purpose, and scope; and permissible exceptions to the 4th Amendment. Tell the soldier that he or she will also be evaluated on his or her ability to identify and understand the differences between an inspection and a search.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Listed the authority for search and seizure.	_____	_____
a. Described the 4th Amendment's protection against unreasonable searches and seizures.		
b. Described the 4th Amendment's applicability to U.S. Army soldiers.		
c. Described the necessity for the 4th Amendment to apply differently to soldiers and civilians.		

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
d. Described the 4th Amendment's requirement that a search or seizure be based on probable cause and a "warrant" or "authorization" in the Armed Forces.		
2. Identified the requirements for conducting a search or seizure.	—	—
a. Described the requirement for the Commander to first determine whether probable cause exists and defined what constitutes probable cause to search.		
b. Described the totality of the circumstances test used to evaluate whether probable cause exists.		
3. Described which person(s) have the authority to authorize a search.	—	—
a. Described where this authority is derived.		
b. Described whether this authority can be further delegated.		
c. Described why it might be preferable to have a Military Magistrate or Military Judge authorize a search instead of the Commander.		
d. Described the requirement for a Commander to have authority over the place to be searched in order to authorize a search of that place.		
e. Described whether a Commander has authority to authorize a search of a soldier's off-post quarters or personal property in the Continental United States (CONUS).		
4. Described the procedures required to obtain an authorization to search.	—	—
5. Described the scope of an authorized search.	—	—
6. Described the requirement for the Commander to be neutral and detached.	—	—
7. Described exceptions to the 4th Amendment.	—	—
a. Described various types of searches that are exceptions to the 4th Amendment.		
(1) Described the necessity for the suspect to have a reasonable expectation of privacy in the area searched.		
(2) Described the 4th Amendment's application to the search of Government property.		
(3) Described the 4th Amendment's application to items in "Open View".		
b. Described a Consent Search.		
(1) Described whether Command Authorization is required with a Consent Search.		
(2) Described whether Probable Cause is required with a Consent Search.		
(3) Described the requirement for the consent to be voluntary or freely given.		
(4) Described the applicability of the totality of the circumstances test to a consent search.		
(5) Described how the consent may be partial or limited and the restrictions this places on the search.		
(6) Described withdrawal of consent and its effect on continuation of the search.		
c. Described a Search Incident to Apprehension.		
(1) Described the legitimate reasons for such a search.		
(2) Described the scope or parameters of such a search.		
d. Described a Search Under Exigent Circumstances.		
(1) Defined what constitutes Exigent Circumstances.		
(2) Described the legitimate reasons for conducting a Search Under Exigent Circumstances.		
(3) Described whether a search authorization is required for a Search Under Exigent Circumstances.		

**Performance Measures**

GO      NO GO

e. Described the requirement and importance of maintaining a proper chain of custody.

8. Described Inspection Procedures.

\_\_\_\_\_

- a. Defined an Inspection.
- b. Described the Primary Purpose Test of an Inspection.
- c. Described the Scope of an Inspection.
- d. Described whether the 4th Amendment restricts a Commander's authority to order an administrative inspection.
- e. Described the relationship between a "search" and an "inspection".
- f. Described the Subterfuge Rule regarding an Inspection.
- g. Described a Health and Welfare Inspection.
  - (1) Described the primary purpose and scope of a Health and Welfare Inspection.
  - (2) Described whether the use of Drug Detection Dogs during a Health and Welfare Inspection is permissible.
- h. Described the permissibility of a Commander conducting an inspection or "lock-down" for lost weapons or ammunition.
- i. Described the permissibility of a Gate Inspection.
- j. Described the admissibility of evidence at trial obtained through an illegal search or inspection.
- k. Described the authority of a Commander to conduct an Inventory of a soldier's property.
  - (1) Listed the circumstances under which an Inventory is required.
  - (2) Described whether contraband discovered during an Inventory may be seized and used as evidence in a criminal prosecution.

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

## Perform Duties as Convoy Commander

551-721-4326

**Conditions:** You are required to perform duties as a convoy commander. Given an alert notification of a convoy move, AR 55-162, a specified number of vehicles, personnel, convoy commander's briefing, and the task to command a convoy.

**Standards:** The convoy commander must ensure that personnel are briefed on convoy operations; there are ample vehicles and personnel to transport cargo; all support elements are informed of the date and time of the convoy; all orders are brief and to the point; proper reconnaissance is carried out; and vehicles are correctly lined up according to cargo, size, and use.

### Performance Steps

1. Start initial planning steps.
  - a. Alert unit operation.
  - b. Review operation order.
    - (1) Determine the number of vehicles needed.
    - (2) Break columns down into manageable groups of 20 vehicles or less.
    - (3) Determine requirements needed for given situation.
    - (4) Divide march column in three parts: Head, main body and trail.
      - (a) Head - The first task vehicle or pace setter.
      - (b) Main Body - Troop carrying, equipment and/or supply vehicles.
      - (c) Trail - Wrecker, maintenance and medical support vehicles/teams are located here. Trail officer/noncommissioned officer is responsible for maintenance and medical support.
2. Schedule convoy commander's briefing with the battalion operations officer (S3).
  - a. Determine which unit will provide security.
  - b. Find out who will be the security elements commander.
  - c. Discuss any topic not covered or not clear.
  - d. Discuss the threat to include target acquisition and intelligence which may impact on convoy success.
3. Commander's briefing.
  - a. Take notes.
  - b. Update maps if appropriate.
4. Prepare convoy commander's checklist.
  - a. Items supervisors and drivers need to be briefed on:
    - (1) Rules of the road.
    - (2) Traffic laws or regulations.
    - (3) Speed limits.
    - (4) Time and distance gaps.
    - (5) Routing plans.
    - (6) Schedules.
    - (7) March discipline.
5. Map reconnaissance.
  - a. Select tentative check points or confirm already established check points.
  - b. Contact those units whose combat areas they will be passing through, and find out about trouble areas and ambush sites.
6. Ground reconnaissance.
  - a. Select sites for scheduled halts, mess, and refueling that will safely accommodate convoy personnel and equipment.
  - b. Select release point.

**Performance Steps**

- c. Identify problem areas along the route.
  - d. Select a bypass or alternate route.
7. Review the reconnaissance map and make a final selection.
8. Give a copy of the map with all convoy information marked on it to the battalion S3.
  - a. Request convoy clearance from the battalion S3.
  - b. Request copy of movement graphs from the battalion S3.
9. Coordinate to obtain artillery support with the artillery unit.
  - a. Information from the security officer or obtained by route reconnaissance can be used to plan fire support.
  - b. Determine the type of ammunition to be fired under various conditions.
  - c. Determine the number of rounds to be fired at given targets.
  - d. Determine the types of targets which warrant fire missions.
10. Mark on the map the range limitations of each artillery unit.
11. Plan/coordinate with the escort and security elements (military police units) for convoy security.
  - a. Maintain noise and light discipline.
  - b. Maintain front, flank, and rear security.
  - c. Conduct security measures during halts.
  - d. Request air cover (as required).
  - e. Request fire support (as required).
  - f. Maintain convoy communication.
12. Direct the placement of guides and signs along the convoy route.
  - a. The authority in charge of movement has responsibility for placing guides and signs.
  - b. Guides and signs can be used to direct the convoy.
13. Brief/issue work assignments to subordinate elements.
14. Direct the operation section to prepare strip maps and/or overlays (as required).
15. Prepare for vehicle movement.
  - a. Perform vehicle preventive maintenance checks and services (PMCS).
    - (1) Perform before operation PMCS using the appropriate -10 level manual.
    - (2) Check for and have items repaired, filled or adjusted as needed.
  - b. Mark vehicles for the convoy move.
    - (1) Place a "Convoy Follows" sign on the first task vehicle below the windshield in a conspicuous location.
    - (2) Place a "Convoy Ahead" sign on the rear of the last task vehicle.
    - (3) Identify the lead vehicle with a 12- by 18-inch blue flag on the left (driver's) side.
    - (4) Identify the convoy commander and the serial commander with a 12- by 18-inch black and white (divided diagonally) flag on the left (driver's) side.
    - (5) Identify the last vehicle with a 12- by 18-inch green flag on the left (driver's) side.
    - (6) Identify vehicles with a convoy identification number.
    - (7) Ensure that all vehicles are marked in accordance with AR 55-162.
  - c. Establish convoy communications.
    - (1) Radio is the best communication during convoy.
    - (2) Remember radio signals can be intercepted.
  - d. Load cargo and equipment onto vehicles/ trailers or semitrailers (as required).
  - e. Assemble inspection area.
    - (1) Ensure the area is large enough to accommodate vehicles.
    - (2) Ensure that vehicles are inspected by the maintenance team in the assembly area.
    - (3) Ensure that all personnel and equipment are inspected in the assembly area.
16. Prepare the convoy briefing on the following:



**Performance Steps**

- a. Rules of the road.
  - b. Traffic laws or regulations.
  - c. Speed limits.
  - d. Time and distance gaps.
  - e. Routing plans.
  - f. Schedules.
  - g. March discipline.
17. Hand out strip maps and brief convoy personnel.
  18. Give signal/order to start engines.
  19. Give signal/order to move out.
  20. Maintain organizational control by-
    - a. Monitoring communication.
    - b. Maintaining communication with subordinate element commanders.
    - c. Making on-the-spot corrections.
    - d. Informing subordinate element commanders of control infractions and ordering them to take corrective actions.
  21. Direct at-halt activities, monitor activities in progress, and make on-the-spot corrections.
  22. Give signal/order to reform and start engines.
  23. Give signal/order to move out.
  24. Direct the off-loading of cargo/equipment at the release point, as required.
  25. Inform higher headquarters of the convoy status.
  26. Inform fire support unit(s) of the convoy status.
  27. Evaluate task performance, noting personnel
    - a. To be acknowledged for outstanding work performance.
    - b. To be acknowledged for substandard work performance and/or scheduled for training.
  28. Prepare convoy command's report and give a copy to higher headquarters.

**Evaluation Preparation:** Setup: Evaluate this task during a field training exercise or normal training session. Provide the soldier with the items listed in the conditions statement.

Brief Soldier: Tell the soldier he will be evaluated on his ability to properly perform duties as a convoy commander.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Started initial planning steps.	—	—
a. Alerted unit operation.		
b. Reviewed operation order.		
2. Scheduled convoy commander's briefing with the battalion S3 officer.	—	—
3. Attended convoy commander's briefing, took notes, and updated maps.	—	—
4. Prepared convoy commander's checklist.	—	—
5. Conducted a map reconnaissance to select and marked routes/sites not dictated by higher headquarters.	—	—

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
6. Conducted a ground reconnaissance if time permitted and noted on the map clearances of overhead structures/obstacles; load classifications; speed limits; and rest, mess, and refueling sites that would safely accommodate convoy personnel and equipment.	—	—
7. Reviewed reconnaissance map and made final selection of primary and alternate routes, and rest, mess, and refueling areas.	—	—
8. Gave a copy of the map with all convoy information marked on it to the battalion S3 and requested a clearance if not already initiated. Also requested that the move be plotted and a copy of the movement graph be issued.	—	—
9. Coordinated to obtain artillery support with artillery unit.	—	—
10. Marked on the map the range limitations of each artillery unit.	—	—
11. Planned/coordinated with the escort and security elements (military police units) security fire support, air support, and convoy communications needs.	—	—
12. Directed the placement of guides and signs along the convoy route.	—	—
13. Issued work assignments to subordinate element commanders and briefed them on performance standards required.	—	—
14. Directed the operation section to prepare strip maps and/or overlays (as required).	—	—
15. Prepared for vehicle movement. <ul style="list-style-type: none"> <li>a. Performed vehicle PMCS.</li> <li>b. Marked vehicles for convoy move.               <ul style="list-style-type: none"> <li>(1) Placed "Convoy Follows" sign on the first task vehicle below the windshield in a conspicuous location.</li> <li>(2) Placed "Convoy ahead" on the rear of the last task vehicle.</li> <li>(3) Identified the lead vehicle with a 12- by 18-inch blue flag on the left (driver's) side.</li> <li>(4) Identified convoy commander and serial commander with a 12- by 18-inch black and white (divided diagonally) flag on the left (driver's) side.</li> <li>(5) Identified the last vehicle with a 12- by 18-inch green flag on the left (driver's) side.</li> <li>(6) Identified vehicles with convoy identification number.</li> <li>(7) Ensured that all vehicles are marked in accordance with AR 65-162.</li> </ul> </li> <li>c. Established convoy communications.</li> <li>d. Loaded cargo and equipment onto vehicles/ trailers or semitrailers (as required).</li> <li>e. Assembled inspection area.               <ul style="list-style-type: none"> <li>(1) Ensured that vehicles were inspected by the maintenance team in the assembly area.</li> <li>(2) Ensured that all personnel and equipment were inspected in the assembly area.</li> </ul> </li> </ul>	—	—
16. Prepared the convoy briefing.	—	—
17. Handed out strip maps and briefed convoy personnel on the situation, mission, execution, administration and logistics, and safety.	—	—
18. Gave signal/order to start engines.	—	—
19. Gave signal/order to move out.	—	—

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
20. Maintained organizational control by- a. Monitoring communication. b. Maintaining communication with subordinate element commanders. c. Making on-the-spot correction. d. Informing subordinate commanders of control infractions and ordering them to take corrective actions.	—	—
21. Directed at-halt activities, monitored activities in progress, and made on-the-spot corrections.	—	—
22. Gave signal/order to reform and start engines.	—	—
23. Gave signal/order to move out.	—	—
24. Directed the off-loading of cargo/ equipment at release point, as required.	—	—
25. Informed higher headquarters of the convoy status.	—	—
26. Informed fire support unit(s) of the convoy status.	—	—
27. Evaluated task performance, noting personnel- a. To be acknowledged for outstanding work performance. b. To be acknowledged for substandard work performance and/or scheduled for training.	—	—
28. Prepared convoy command's report and gave a copy to higher headquarters.	—	—

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

Subject Area 26: Crime Prevention

**Implement the Unit's Crime Prevention Program  
191-379-4425**

**Conditions:** You are given the unit's crime prevention standing operating procedures (SOP), the results of the last organizational inspection program (OIP), a copy of the installation's crime prevention program, and Field Manual (FM) 3-19.30.

**Standards:** Implement the unit's crime prevention program in accordance with (IAW) the unit's SOP and the installation's crime prevention program.

**Performance Steps**

1. Review the unit's crime prevention SOP and the installation's crime prevention program to identify unique unit/installation needs and requirements.
2. Review the results of the unit's last OIP for deficiencies identified during the last inspection.
3. Conduct crime prevention surveys IAW the unit's crime prevention SOP.
4. Ensure that unit equipment is marked IAW Army regulations and command guidance.

NOTE: Equipment markings vary greatly depending on the type of equipment assigned to the unit. Check unit SOPs, technical manuals, and/or Army regulations to determine the correct procedures for marking unit equipment.

5. Brief unit soldiers on "Operation ID" to include the following:
  - a. Methods of identifying personal property.
  - b. Recording personal property
  - c. Identification numbering.
  - d. Standard Army numbering system.
6. Attend the battalion's or brigade's crime prevention working groups as required by the SOP and/or the installation's crime prevention program.
7. Conduct crime prevention briefings to unit personnel as required by the unit's SOP and/or the installation's crime prevention program.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Reviewed the unit's crime prevention SOP and the installation's crime prevention program to identify unique unit/installation needs and requirements.	—	—
2. Reviewed the results of the unit's last OIP for deficiencies identified during the last inspection.	—	—
3. Conducted crime prevention surveys IAW the unit's crime prevention SOP.	—	—
4. Ensured that unit equipment was marked IAW Army regulations and command guidance.	—	—
5. Briefed unit soldiers on "Operation ID."	—	—
6. Attended the battalion's or brigade's crime prevention working groups as required by the SOP and/or the installation's crime prevention program.	—	—
7. Conducted crime prevention briefings to unit personnel as required by the unit's SOP and/or the installation's crime prevention program.	—	—

**References**  
**Required**  
FM 3-19.30

**Related**

Subject Area 27: Risk Management

**Integrate Risk Management Into Platoon**

**850-001-4001**

**Conditions:** As a small unit leader, given a mission or task, in a garrison or tactical environment, access to FM 100-14 and a risk management worksheet.

**Standards:** Completed all sections of the risk management worksheet.

**Performance Steps**

1. Conduct a risk assessment.
  - a. Identify the hazards associated with the mission or task.
  - b. Assess the hazards to determine their impact on the mission or task.
2. Develop controls.
  - a. Develop one or more controls that will eliminate the hazard or reduce the risk.
  - b. Determine the residual risk for each hazard and the overall residual risk for the mission or task.
  - c. Decide who is authorized to accept the risk.
3. Identify ways to implement the controls
  - a. Decide how controls will be put into effect.
  - b. Coordinate and communicate control measures up and down the chain-of-command.
4. Identify how to supervise and evaluate the controls.
  - a. Determine how each control will be monitored.
  - b. Evaluate the effectiveness of each control.

**Evaluation Preparation:** Setup: To evaluate this task you need an assigned mission or task which may be in the form of an operations order (OPORD), fragmentary order (FRAGO), warning order, patrol order, training task, etc. The soldier will apply the risk management process to the assigned mission or task.

**Brief Soldier:** Tell the soldier you are going to evaluate him on his ability to apply the risk management process.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Identified all the hazards associated with the mission or task (a minimum of one, depending on the mission or task)	—	—
2. Determined the level of risk (E,H,M,L) for each hazard	—	—
3. Developed at least one control for each hazard	—	—
4. Determined the residual risk for each hazard	—	—
5. Determined how controls will be implemented	—	—
6. Determined the overall residual risk for the mission or task	—	—

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

**References**

**Required**  
FM 100-14

**Related**  
FM 101-5

Subject Area 28: Administration/Management

**Manage Soldier's Deployment Requirements**

**805C-PAD-4359**

**Conditions:** Given a requirement to prepare a section for deployment, access to FMs 3-0, 55-65, 100-17, and AR 600-8-104, standard office supplies, equipment, assigned personnel, and transportation and local directives.

**Standards:** Perform initial deployment activities to include verification of section/platoon roster, Recall/Alert roster, individual SRP packets and Load Plan

**Performance Steps**

1. Perform initial deployment activities.
  - a. Review soldier readiness processing (SRP) packets to identify deployable and non-deployable soldiers.
  - b. Review section's recall procedures.
  - c. Identify any special items of clothing or equipment the section needs, based upon climate, location, or local SOP.
  - d. Keep soldiers informed:
    - (1) Determine mission.
    - (2) Determine unit movement plans.
    - (3) Determine requirements for advance party, personnel.
    - (4) Determine Individual/unit equipment layout.
    - (5) Determine security guidance to include OPSEC and subversion and espionage directed against the Army (SAEDA).
  - e. Determine equipment status.
    - (1) Ensure equipment and vehicle requirements based on the AOC, such as camouflaging.
    - (2) Ensure requirements to retrieve equipment and maintenance.
    - (3) Ensure requirement to retrieve loaned equipment.
  - f. Determine records requirements.
    - (1) Ensure records needed to operate effectively and efficiently at the new location accompany the unit.
    - (2) Determine local requirement.
  - g. Determine procedures for station property.
    - (1) Ensure all TOE equipment is accounted for properly with the appropriate property book officers.
    - (2) Prepare a hand receipt or annex for station property.
    - (3) Turn in excess POL and PLL.
    - (4) Turn in or transfer fixed facilities to a non-deploying unit.
    - (5) Cancel outstanding requisitions or give a ship-to address to the servicing supply support activity (SSA).
2. Prepare equipment for deployment:
  - a. Maintain current equipment inventory.
  - b. Maintain current load plans. Ensure that these plans are based on real-world contingencies and include both programmed and immediate considerations.
    - (1) Ensure load plans include current MTOE equipment.
    - (2) Adjust load plans as MTOE equipment changes.
    - (3) Adjust load plans for the type of transportation to be utilized.
    - (4) Adjust load plans for mission requirements and location considerations.
    - (5) Maintain current visual equipment loading layout.
  - c. Perform regular and preventive maintenance checks and services (PMCS).
  - d. Obtain packing/loading materials.



**Performance Steps**

- e. Load equipment, supplies, and personnel for movement.

**Evaluation Preparation:** Setup: This task can be performed in an administrative environment. Soldiers should be informed to bring the section/platoon personnel roster, Recall/Alert roster, SRP packets, and Load Plan. At the test site verify that these files and documents have been properly prepared and are accurate and current.

**Brief Soldier:** Inform the soldier that he/she are being evaluated on his/her ability to manage soldier deployment requirements.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Performed initial deployment activities:	_____	_____
a. Reviewed soldier readiness processing (SRP) packets to identify deployable and non-deployable soldiers.		
b. Reviewed and tested section recall procedures.		
c. Identified any special items of clothing or equipment the section needs, based upon climate, location, or local SOP.		
d. Kept soldiers informed:		
(1) Determined mission.		
(2) Determined unit movement plans.		
(3) Determined requirements for advance party, personnel.		
(4) Determined individual/unit equipment layout.		
(5) Determined security guidance to include OPSEC and subversion and espionage directed against the Army (SAEDA).		
e. Determined equipment status.		
(1) Ensured equipment and vehicle requirements based on the AOC, such as camouflaging.		
(2) Ensured requirements to retrieve equipment and maintenance.		
(3) Ensured requirement to retrieve loaned equipment.		
f. Determined record requirements.		
(1) Ensured records needed to operate effectively and efficiently at the new location accompany the unit.		
(2) Determined local requirement.		
g. Determined procedures for station property.		
(1) Ensured all TOE equipment is accounted for properly with the appropriate property book officers.		
(2) Prepared a hand receipt or annex for station property.		
(3) Turned in excess POL and PLL.		
(4) Turned in or transfer fixed facilities to a non deploying unit.		
(5) Counsel outstanding requisitions or give a ship to address to the servicing supply support activity (SSA).		
2. Prepared equipment for deployment:	_____	_____
a. Maintained current equipment inventory.		
b. Maintain current load plans. Ensure that these plans are based on real word contingencies and include both programmed and immediate considerations.		
(1) Ensured load plans include current MTOE equipment.		
(2) Adjusted load plans as MTOE equipment changes.		
(3) Adjusted load plans for the type of transportation to be utilized.		

**Performance Measures**

**GO    NO GO**

- (4) Adjusted load plans for mission requirements and location considerations.
- (5) Maintained current visual equipment loading layout.
- c. Performed regular and preventive maintenance checks and services (PMCS)
- d. Obtained packing/loading material.
- e. Loaded equipment, supplies, and personnel for movement.

**Evaluation Guidance:** Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measure failed. The soldier must score a GO on all performance measures specified in the Evaluation Preparation to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

**Required**

AR 600-8-104  
FM 100-17  
FM 55-65

**Related**

FM 3

**Prepare a Standing Operating Procedure (SOP)**  
**805C-PAD-4550**

**Conditions:** Given an requirement to prepare an SOP to standardize routine or recurring actions, or functions, appropriate operational references or local policy guidance, and access to ARs 25-50 and 380-5, computer with authorized software, and office supplies.

**Standards:** SOP will identify purpose, distribution, references, and is in proper format. SOP will have proper security classification marks applied (if applicable) and be properly authenticated.

**Performance Steps**

1. Determine purpose.
  - a. Determine requirement for action/function.
  - b. Analyze intended outcome
2. Determine audience/distribution.
  - a. Identify level of application.
  - b. Identify units, section, and personnel involved.
3. Determine references for content.
4. Select content for SOP.
5. Prepare SOP.
6. Determine security classification requirements.
7. Apply the proper security classification marking.
8. Determine coordination requirement for approval.
9. Coordinate SOP.
10. Use proper format for the SOP.
11. Distribute SOP for coordination.
12. Review coordination comments
13. Prepare final.
  - a. Incorporate the coordination comments.
  - b. Coordinate final review.
14. Obtain authentication.
15. Determine reproduction requirements.
16. Distribute SOP as required by local procedures.

**Evaluation Preparation:** Setup: To evaluate this task, gather the items listed in the Conditions statement. Give the soldier a scenario that would provide all information necessary to perform the performance measures to include topic references. Have computer and printer or pencil and paper for soldiers to prepare SOP.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Determined purpose.	—	—
a. Determined requirement for action/function		
b. Analyzed intended outcome		
2. Determined the audience/distribution.	—	—
a. Identified level of application.		
b. Identified units, section and personnel involved.		
3. Determined references for content.	—	—
4. Selected content for SOP	—	—
5. Prepared the SOP.	—	—
6. Determined security classification marking.	—	—
7. Applied the proper security classification marking.	—	—
8. Determined coordination requirement for approval.	—	—
9. Coordinated SOP.	—	—
10. Used the proper format for the SOP.	—	—
11. Distributed SOP for coordination.	—	—
12. Reviewed coordination comments	—	—
13. Prepared final.	—	—
a. Incorporated the coordination comments.		
b. Coordinated final review.		
14. Obtained authentication.	—	—
15. Determined reproduction requirement.	—	—
16. Distributed SOP as required by local procedures.	—	—

**Evaluation Guidance:** Score the soldier GO on performance measures passed. Score the soldier NOGO on any performance measures failed. The soldier must score a GO on 80% of the performance measures listed above to receive a GO on the task. If the soldier scores NOGO, show the soldier what was wrong.

**References**

<b>Required</b>	<b>Related</b>
AR 25-50	
AR 380-5	
FM 101-5	
SOFTWARE-OFFICE	
SOFTWARE-WINDOWS	

**Integrate Newly Assigned Soldiers  
805C-PAD-4597**

**Conditions:** Given a section/platoon, newly assigned soldiers, and local policy.

**Standards:** Established personnel accountability. Provided soldiers with health and welfare items, initial area orientations, and special orders (if required.) Verified soldiers qualification, assigned soldiers to duty positions, informed commander, and conducted initial counseling.

**Performance Steps**

1. Receive new soldiers
  - a. Establish accountability
  - b. Provide health and welfare items
  - c. Provide initial required area orientations and special orders
2. Verify soldiers' qualifications and equipment
3. Determine duty assignments
  - a. Notify commander
  - b. Notify soldiers
4. Provide initial counseling
5. Update personnel accountability

**Evaluation Preparation:** Setup: Provide soldier with a scenario with sufficient information to accomplish performance steps. Provide soldier with a section/platoon battle roster which indicates MOS, grades and filled/vacant positions, paper and pencils. Scenario should provide local requirements for personnel accounting, health and welfare items, and area orientations. Have the soldier list the actions/items he/she would do or provide to integrate newly assigned soldiers.

**Brief Soldier:** Inform the soldier that he/she will be tested on his/her ability to receive and integrate new soldiers into the section/platoon. Tell the soldier he/she will list the actions/items necessary to properly integrate newly assigned soldiers.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO GO</u></b>
1. Received new soldiers	_____	_____
a. Established accountability		
b. Provided health and welfare items		
c. Provided initial area orientations and special orders		
2. Verified soldiers' qualifications and equipment	_____	_____
3. Determined duty assignments	_____	_____
a. Notified commander		
b. Notified soldiers		
c. Provided initial counseling		
4. Updated personnel accountability	_____	_____

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. Soldier must score GO on all performance measures to receive a GO. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

STP 21-24-SMCT

**References  
Required**

**Related**  
AR 600-8-101

**APPENDIX A - PROPONENT OR AGENCY CODES****Proponent School or Agency Codes**

The first three (3) digits of the task number identify the proponent school or agency responsible for the task. Record any comments or questions regarding the task summaries contained in this manual on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) and send it to the proponent with an information copy to: Commander, U.S. Army Training Support Center, ATTN: ATIC-ITSC-CM, Fort Eustis, VA 23604-5166.

School Code	COMMAND
MANSCEN CM <b>031</b> EN <b>052</b> MP <b>191</b>	MANSCEN, Directorate of Training Development US Army Engineer Center and Fort Leonard Wood 320 Engineer Loop, Suite 220 Fort Leonard Wood, MO 65473-8929
FA <b>061</b>	Commandant, USA Field Artillery School ATTN: ATSF-DOTD Fort Sill, OK 73503-5600
IN <b>071</b>	Commandant, US Army Infantry School ATTN: ATSH-OTDD Fort Benning, GA 31905-5700
AHS <b>081</b>	USAAHS, Dean, AHS ATTN: MCCS-HTI Fort Sam Houston, TX 78234-6122
TRADOC DCSINT <b>159</b>	Commander, HQ TRADOC ATTN: ATIN-ZA 33 Ingalls Rd. Fort Monroe, VA 23651-1067
JAG <b>181</b>	Commandant, Judge Advocate General School ATTN: JAGS-TDD 600 Massie Road Charlottesville, VA 22903-1781
APAC <b>224</b>	Director, Army Public Affairs Center 6 ACR Road, Bldg 8607 ATTN: SAPA-PA Fort Meade, MD 20755-5650
MI <b>301</b>	Commander, USA Intelligence Center & Fort Huachuca ATTN: ATZS-FDR-TA Fort Huachuca, AZ 85613-6000
JFK <b>331</b>	Commander USA John F Kennedy Special Warfare Center and School ATTN: AOJK-DT-DMO Fort Bragg, NC 28310-5000
AD <b>441</b>	Commandant, US Army Air Defense Artillery School ATTN: ATSA-DT 2 Sheridan Road Fort Bliss, TX 79916-3802
CASCOM <b>091</b> <b>101</b> <b>151</b> <b>551</b>	U.S. Army Combined Arms Support Command (CASCOM) Training Directorate USACASCOM, ATTN: ATCL-A 401 First St., Suite 227 Fort Lee, VA 23801-1511
SSI	Commander, USA Soldier Support Institute

<b>805C</b>	ATTN: ATSG-TD-HRD Fort Jackson, SC 29207-7065
TRADOC Safety Office <b>850</b>	Commander, HQ. USA TNG & Doctrine CMD, Command Safety Office ATTN: ATCS-S Ft. Monroe, VA 23651-5000, Bldg 5



## APPENDIX B - GUIDE TO FORMS

Below is a list of forms pertinent to SMCT and Common Task Test evaluations and administration. In the electronic, online version of this manual, hot links will, where indicated, provide downloadable and reproducible copies of the forms. The user can also visit the Common Task Test site in the Reimer Digital Library where access to the [CTT Manual](#) and [CTT Notice \(Bulletin\)](#) provides additional helpful information and links. Some of these forms may be available in your unit, since some are reusable.

**DA Form 5164-R** (Hands On Evaluation), used by CTT test scorer to record GO/NO GO for each performance measure in a given task. Refer to the CTT Manual for the current FY (in the Reimer Digital Library) for links to DA Forms 5164-R that are overprinted with the performance measures for each task on the current CTT.

**CTT Performance Sheet**, used by the CTT scorer to compile all GO/NO GO scores to produce an overall GO or NO GO for the soldier's common task test. As with the Hands On Evaluation form above, the CTT Performance Sheet is different for each FY, overprinted with the tasks from the current CTT. It is linked from the CTT Manual (in the Reimer Digital Library) for the current FY.

**DA Form 5165-R** (Field Expedient Squad Book), used to record task proficiency for groups of soldiers in a squad. This squad book should be especially beneficial for recording training results gathered during MTP, field exercises, or individual training sessions. Once training is completed, trainers may transfer information from DA Form 5165-R to the leader book (FM 7-10).

**CTT Roll Up for [SL 1-2](#) and [SL 3-4](#)**, used by trainers and administrators to record performance for larger, unit-size groups of soldiers. This form is a good means of seeing and reporting an overall ratio of soldiers passing the CTT to the total of those tested.

**DA Form 2028** (Recommended Changes to Publications and Blank Forms), used by soldiers and trainers to record any comments or questions regarding the task summaries contained in this manual. Use the task proponent address for the appropriate proponent code given in Appendix A (first three digits of the task number).



## GLOSSARY

### **Vulnerability Analysis**

The second phase in the Hazards Analysis process which assesses the areas potentially affected by the release of a hazardous material, including on and off the installation; includes gathering information on the extent of the vulnerable zone, conditions that influence the zone, size and type of population within the zone, missions and critical systems that may be impacted, property that might be damaged, and the environment that might be affected.

### **AA**

avenue of approach; assembly area

### **abn**

airborne

### **ACE**

air combat element (NATO); analysis and control element; aviation combat element (USMC)

### **ACO**

airspace control order

### **acq**

acquisition

### **ACT**

analysis control team

### **AD**

air defense; armored division

### **admin**

administrative

### **AG**

adjutant general

### **AI**

air interdiction

### **AIDS**

acquired immunodeficiency syndrome

### **AIPD**

Army Institute for Professional Development

### **alt**

altitude, alternate

### **AMC**

air mission commander

### **AO**

area of operations

### **AOC**

STP 21-24-SMCT

air operations center

**AP**

antipersonnel

**AR**

Army regulation; armor

**ARNG**

Army National Guard

**arty**

artillery

**AS**

Australia; area security

**ASL**

authorized stockage list; allowable supply list

**ASR**

alternate supply route; ammunition supply rate

**AT**

antiterrorism; antitank

**ATO**

air tasking order

**B**

biological (graphics)

**BA**

Bahrain

**BC**

battle command

**BCC**

battlefield circulation control

**BDU**

battle dress uniform

**BE**

Belgium

**BF**

beginning of radioactive fallout

**BFV**

Bradley fighting vehicle

**biol**

biological

<b>BL</b>	Bolivia
<b>bn</b>	battalion
<b>BN/Bn/bn</b>	battalion
<b>BO</b>	Belarus
<b>BP</b>	battle position
<b>BR</b>	Brazil
<b>BU</b>	Bulgaria
<b>C</b>	chemical (graphics)
<b>C2</b>	command and control
<b>C3</b>	command, control, and communications
<b>C4I</b>	command, control, communications, computers, and intelligence
<b>CA</b>	Canada; civil affairs; combat assessment
<b>CA*</b>	combat arms/civil affairs (depends on use)
<b>cal</b>	caliber
<b>CAM</b>	chemical agent monitor
<b>cas</b>	casualty
<b>cav</b>	cavalry
<b>CB</b>	chemical, biological; circuit board; construction battalion; clutch break
<b>CD</b>	chemical defense; counterdrug; Chad

**CE**

command element

**CED**

captured enemy document

**CEE**

captured enemy equipment

**CEM**

captured enemy material

**CEP**

circular error probable

**CG**

commanding general

**cGy**

centigray

**CGYPH**

Centigray per hour

**CH**

China; chaplain

**chem**

chemical

**CI**

combat intelligence; counterintelligence; Chile

**CID**

Criminal Investigation Division

**CINC**

commander of a combatant command; commander in chief

**CL**

class/combat lifesaver (depends on use)

**CM**

centimeter(s)

**CO**

commanding officer; Colombia

**COA**

course of action

**comm**

communications

**COMMZ**

communications zone

**COMSEC**

communications security

**const**

construction

**CONUS**

continental United States

**CP**

command post

**CR**

dibenzoxazepine

**CS**

combat support; Costa Rica

**CSR**

controlled supply rate

**CSS**

combat service support

**CT**

counterterrorism

**CU**

Cuba

**D**

dental (graphics)

**DA**

Denmark; direct action

**DAP**

decontamination apparatus, portable

**DD**

Department of Defense; day

**DE**

directed energy

**det**

cord detonation cord

**DISCOM**

division support command

**div**

division

**DNBI**

diseases and nonbattle injuries

**DOD**

Department of Defense

**DP**

decision point

**DR**

Dominican Republic

**DS**

direct support

**DSM**

decision support matrix

**DTG**

date-time group

**DU**

depleted uranium

**DZ**

drop zone

**EA**

engagement area; electronic attack; emergency action

**EAC**

echelons above corps

**EC**

Ecuador

**ECM**

electronic countermeasures

**EF**

end of radioactive fallout

**eff**

effective

**EG**

Egypt

**EI**

Ireland

**EMI**

electromagnetic interference

**EMP**

electromagnetic pulse



**EMT**  
emergency medical treatment/emergency medical technician

**EN**  
engineer (unit designations; graphics)

**ENTO**  
entomology

**EO**  
Equal Opportunity

**EOD**  
explosive ordnance disposal

**EOM**  
end of mission

**EP**  
electronic protection

**EPW**  
enemy prisoner of war

**equip**  
equipment

**ES**  
electronic warfare support; El Salvador

**ESM**  
electronic warfare support measures; electronic surveillance measures

**ETS**  
expiration time of service

**evacuation (JP 1-02)**

1. The process of moving any person who is wounded, injured, or ill to and/or between medical treatment facilities. 2. The clearance of personnel, animals, or materiel from a given locality. 3. The controlled process of collecting, classifying, and shipping unserviceable or abandoned material, United States and foreign, to appropriate reclamation, maintenance, technical intelligence, or disposal facilities. (Army) - 1. The ordered or authorized departure of noncombatants from a specific area by the Department of State, Department of Defense, or appropriate military commander. This refers to the movement from one area to another in the same or different countries. The evacuation is caused by unusual or emergency circumstances and applies equally to command or noncommand-sponsored family members. 2. A combat service support function that involves the movement of recovered material, personnel, casualties, bodies, prisoners of war, and so forth, from a forward collection point along a main supply route to a rearward, usually higher unit, exchange point, or facility. (See also collection point and medical evacuation (MEDEVAC).) See FMs 1-111, 1-112, 7-10, 7-20, 7-30, 8-10-6, 17-95, 17-100, 71-123, 100-5, and 100-15.

**EW**  
electronic warfare

**F**

STP 21-24-SMCT

fahrenheit

**FA**

field artillery

**FDC**

fire direction center

**FEBA**

forward edge of the battle area

**FID**

foreign internal defense

**FIST**

fire support team

**FM**

field manual; frequency modulated/modulation

**FO**

forward observer

**FPF**

final protective fire

**FPL**

final protective line

**FR**

France

**FRAGO**

fragmentary order

**FST\***

field sanitation team / forward surgical team (depends on use)

**FTX**

field training exercise

**G2**

Assistant Chief of Staff, Intelligence

**G3**

Assistant Chief of Staff, Operations

**GE**

Germany

**GI**

government issue

**GS**

general support

<b>GT</b>	Guatemala
<b>GTA</b>	Graphic Training Aid
<b>HA</b>	Haiti; holding area; humanitarian assistance
<b>HE</b>	high explosive
<b>hel</b>	helicopter
<b>HEPA</b>	high efficiency particulate air filters.
<b>hos</b>	hostile
<b>HQ</b>	headquarters
<b>HSB</b>	Heavy Support Battalion/Heavy Separate Brigade (depends on use)
<b>HTD</b>	highway traffic division
<b>HU</b>	Hungary
<b>HUMINT</b>	human intelligence
<b>IAW</b>	in accordance with
<b>ICM</b>	improved conventional munitions
<b>ID</b>	identification; infantry division
<b>IDP</b>	initial delay position
<b>IEW</b>	intelligence and electronic warfare
<b>IG</b>	inspector general
<b>IMINT</b>	imagery intelligence

<b>IN</b>	India; infantry
<b>inf</b>	infantry
<b>IPB</b>	intelligence preparation of the battlefield
<b>IR</b>	information requirements; infrared, thermal; Iran
<b>IS</b>	Israel
<b>ISE</b>	intelligence support element
<b>IT</b>	Italy
<b>IV</b>	intravenous
<b>JA</b>	Japan
<b>JP</b>	joint publication
<b>KIA</b>	killed in action
<b>KN</b>	Korea (North)
<b>kt</b>	kiloton
<b>L</b>	light (refers to light infantry) (graphics)
<b>lb</b>	pound(s)
<b>LBE</b>	load-bearing equipment
<b>LC</b>	line of contact
<b>LD</b>	line of departure
<b>LD/LC</b>	

line of departure is line of contact

**LE**

Lebanon

**LL**

light line; latent lethality

**LO**

lubrication order; law and order; Slovakia

**LOC**

lines of communications

**LOGPAC**

logistics package

**LOS**

line of sight

**LPN**

licensed practical nurse

**LU**

Luxembourg

**LY**

Libya

**LZ**

landing zone

**M**

mechanized (graphics)

**maint**

maintenance

**MASINT**

measurement and signature intelligence

**max**

maximum

**MBA**

main battle area

**MD**

Moldavia; medium division

**MD\***

medical doctor

**mech**

mechanized

STP 21-24-SMCT

**MED**

manipulative electromagnetic deception

**MEDCEN**

medical center

**MEDDAC**

medical department activity

**MEDEVAC**

medical evacuation

**met**

meteorological

**METT-T**

mission, enemy, terrain, troops, and time available (Army); mission, enemy, terrain and weather, troops and support available, and time available (USMC)

**METT-TC**

mission, enemy, terrain, troops, time available, and civilian considerations

**MHE**

materials handling equipment

**MI**

military intelligence

**min**

minimum

**mm**

millimeter

**MOPIC**

Motion picture

**MOPP**

mission-oriented protective posture

**MOSC**

military occupational specialty code

**MOUT**

military operations on urbanized terrain

**MP**

military police

**MPA**

mission planning agent; manpower authorization; maritime patrol aircraft

**MPH**

miles per hour

**MRE**

meal, ready to eat

**MSO**

medical supply officer

**MSR**

main supply route

**mt**

megaton

**NBC**

nuclear, biological, and chemical

**NBC 1 report**

nuclear, biological, and chemical initial report.

**NBC 4 report**

nuclear, biological, and chemical monitoring/surveying results.

**NBCC**

nuclear, biological, and chemical center

**NCO**

noncommissioned officer

**NCOER**

Noncommissioned Officer Evaluation Report

**neg**

negative

**NFA**

no-fire area

**NI**

Nigeria

**NO**

Norway

**NU**

Nicaragua

**obj**

objective

**OBSTINTEL**

obstacle intelligence

**OCA**

offensive counterair

**OCS**

offensive counterspace

STP 21-24-SMCT

**OD**  
olive drab; other detainee

**OEG**  
operation exposure guide

**OP**  
observation post

**OPCON**  
operational control

**OPLAN**  
operation plan

**OPORD**  
operation order

**OPSEC**  
operations security

**OT**  
observer-target

**P**  
pass

**PA**  
Paraguay; public affairs

**PA\***  
physician assistant

**PAC**  
Personnel and Administration Center / program activity code / Pacific (depends on use)

**pace**  
A full 30-inch step as used when marching (1.3 paces = 1 meter).

**PAO**  
Public Affairs Office, public affairs operations

**PATI**  
Protection Assessment Test Instrument.

**PATS**  
Protection Assessment Test System.

**PCS**  
permanent change of station

**PD**  
point of departure

**PDF**  
principal direction of fire



**PE**  
Peru

**pers**  
personnel

**PL**  
phase line; Poland

**PM**  
provost marshal; preventive maintenance; Panama

**PMCS**  
preventive maintenance checks and services

**PMM**  
Preventive Medicine Measures

**PO**  
Portugal

**POL**  
petroleum, oils, and lubricants

**POSH**  
Prevention of Sexual Harassment

**PP**  
passage point

**pref**  
preference

**PS**  
personnel services

**PSE**  
PSYOP support element

**pub**  
publication

**PW**  
prisoner of war

**R**  
reinforcing

**RADIAC**  
radiation, detection, indication, and computation.

**RD**  
radius of damage

**recon**

reconnaissance

**RES**

radiation exposure status

**RN**

registered nurse

**RO**

Romania

**ROE**

rules of engagement

**ROM**

refuel on the move

**RP**

Republic of Philippines; release point

**RS**

Russia; radiation status

**RSR**

required supply rate

**RYE**

retirement year ending

**S**

scatterable mines (graphics)

**SA**

Saudi Arabia

**SAEDA**

subversion and espionage directed against the Army

**SALUTE**

size, activity, location, unit, time, and equipment

**SAM**

surface-to-air missile

**SAR**

search and rescue

**SF**

special forces

**SI**

Slovenia

**SIB**

separate infantry brigade

<b>SIF</b>	selective identification feature
<b>sig</b>	signal
<b>SIGINT</b>	signals intelligence
<b>SITREP</b>	situation report
<b>SL</b>	skill level; squad leader
<b>SM</b>	soldier's manuals; selected marksman
<b>SMCT</b>	soldier's manual of common tasks
<b>SME</b>	Subject Matter Expert
<b>SO</b>	special operations; Somalia
<b>SOI</b>	signal operating instructions
<b>SOP</b>	standing operating procedures
<b>SP</b>	start point; strongpoint; self-propelled; Spain
<b>SPOTREP</b>	spot report
<b>ST</b>	SEAL team
<b>STB</b>	super tropical bleach
<b>STD</b>	sexually transmitted disease
<b>STP</b>	soldier's training publication
<b>SU</b>	Sudan
<b>SY</b>	Syria

**T/VISC**

Training/Visual Information Support Center

**TB**

Technical Bulletin

**TC**

technical coordinator; training circular; tank commander

**TCP**

traffic control post

**TDA**

table of distribution and allowances

**TECHINT**

technical intelligence

**TF**

task force

**TI**

Tajikistan

**tm**

team

**TOC**

tactical operations center

**TOE**

table of organization and equipment

**TOR**

terms of reference

**TOW**

tube-launched, optically tracked, wire-guided, heavy antitank missile system

**TRADOC**

United States Army Training and Doctrine Command

**trans**

transportation

**TRP**

target reference point

**TS**

Tunisia; top secret

**TU**

Turkey

**TX**

Turkmenistan

**UAV**

unmanned aerial vehicle

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**UN**

United Nations

**UP**

Ukraine

**US**

United States

**USAR**

U.S. Army Reserve

**V**

veterinary (graphics)

**VE**

Venezuela

**WARNO**

warning order

**WCS**

weapons control status

**WIA**

wounded in action

**WO**

warrant officer; warning order

**WS**

Samoa Western

**YE**

Yemen

**Z**

Zulu Time



## REFERENCES

### Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

#### Army Regulations

AR 190-11	PHYSICAL SECURITY OF ARMS, AMMUNITION AND EXPLOSIVES (THIS ITEM IS INCLUDED ON EM 0001) 30 September 1993
AR 190-8	ENEMY PRISONERS OF WAR - ADMINISTRATION, EMPLOYMENT AND COMPENSATION (REPRINTED W/BASIC INCL C1) 1 June 1982
AR 220-45	DUTY ROSTERS (THIS ITEM IS INCLUDED ON EM 0001) 15 November 1975
AR 25-400-2	THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS) THIS ITEM IS INCLUDED ON EM 0001 26 February 1993
AR 25-50	PREPARING AND MANAGING CORRESPONDENCE (THIS ITEM IS INCLUDED ON EM 0001) 21 November 1988
AR 27-10	LEGAL SERVICES: MILITARY JUSTICE 24 June 1996
AR 30-21	THE ARMY FIELD FEEDING SYSTEM 24 September 1990
AR 350-30	CODE OF CONDUCT/SURVIVAL, EVASION, RESISTANCE AND ESCAPE (SERE) TRAINING (THIS ITEM IS INCLUDED ON EM 0001) 10 December 1985
AR 360-5	ARMY PUBLIC AFFAIRS, PUBLIC INFORMATION 31 May 1989
AR 360-81	COMMAND INFORMATION PROGRAM 20 October 1989
AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM 25 February 1988
AR 385-10	THE ARMY SAFETY PROGRAM (THIS ITEM IS INCLUDED ON EM 0001) 23 May 1988
AR 385-40	ACCIDENT REPORTING AND RECORDS (THIS ITEM IS INCLUDED ON 3M 0001) 1 November 1994
AR 385-55	PREVENTION OF MOTOR VEHICLE ACCIDENTS (THIS ITEM IS INCLUDED ON EM 0001) 12 March 1987
AR 600-13	ARMY POLICY FOR THE ASSIGNMENT OF FEMALE SOLDIERS (THIS ITEM IS INCLUDED ON EM 0001) 27 March 1992
AR 600-20	ARMY COMMAND POLICY (THIS ITEM IS INCLUDED ON EM 0001) 30 March 1988
AR 600-55	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING) 31 December 1993
AR 600-8-101	PERSONNEL PROCESSING (IN-AND-OUT AND MOBILIZATION PROCESSING) (REPRINTED W/BASIC INCL C1) (THIS ITEM IS INCLUDED ON EM 0001) 12 December 1989
AR 600-8-104	MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS 27 April 1992
AR 600-8-2	SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS) (THIS ITEM IS INCLUDED ON EM 0001) 30 October 1987
AR 600-8-22	MILITARY AWARDS (THIS ITEM IS INCLUDED ON EM 0001) 25 February 1995
AR 601-280	ARMY RETENTION PROGRAM (THIS ITEM IS INCLUDED ON EM 0001) 29 September 1995

AR 623-205 ENLISTED EVALUATION REPORTING SYSTEM 31 January 1992  
AR 630-10 ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION  
OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS  
(THIS ITEM IS INCLUDED ON EM 0001) 10 June 1992  
AR 635-200 ENLISTED PERSONNEL (REPRINTED W/BASIC INCL C1-14) 5 July  
1984  
AR 700-138 ARMY LOGISTICS READINESS AND SUSTAINABILITY 16 June 1993  
AR 700-4 THE LOGISTICS ASSISTANCE 30 June 1995  
AR 700-84 ISSUE AND SALE OF PERSONAL CLOTHING (REPRINTED W/BASIC  
INCL C1-13) (THIS ITEM IS INCLUDED ON EM 0001) 15 May 1983  
AR 710-2 INVENTORY MANAGEMENT SUPPLY POLICY BELOW THE  
WHOLESALE LEVEL (REPRINTED W/BASIC INCL C1) THIS ITEM IS  
INCLUDED ON EM 0001 31 January 1992  
AR 725-50 REQUISITION, RECEIPT, AND ISSUE SYSTEM 15 November 1995  
AR 735-5 POLICIES AND PROCEDURES FOR PROPERTY ACCOUNTABILITY  
THIS ITEM IS INCLUDED ON EM 0001 28 February 1994  
AR 750-1 ARMY MATERIEL MAINTENANCE POLICY AND RETAIL  
MAINTENANCE OPERATIONS THIS ITEM IS INCLUDED ON EM 0001  
1 August 1994  
AR 750-43 ARMY TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT  
PROGRAM (THIS ITEM IS INCLUDED ON EM 0001) 29 September  
1989

#### **Department of Army Forms**

DA FORM 1155 Witness Statement on Individual 1 June 1966  
DA FORM 1156 Casualty Feeder Report 1 June 1966  
DA FORM 1971-10-R NBC 4 Radiation Dose Rate Measurements/Chemical/Biological Areas of  
Contamination 1 October 1992  
DA FORM 1971-6-R Chemical/Biological Specimen Documentation (LRA) 1 October 1992  
DA FORM 1971-R Radiological Data Sheet- Monitoring or Point Technique (LRA) (This item  
is included on EM 0001) 1 September 1994  
DA FORM 2166-8 Noncommissioned Officer Evaluation Report 1 October 2001  
DA FORM 2166-8-1 NCO Counseling Checklist/Record 1 October 2001  
DA FORM 2404 Equipment Inspection And Maintenance Worksheet (This item is included  
on EM 0001) 1 April 1979  
DA FORM 5367-R Personnel Status Report 1 December 1984  
DA FORM 6 Duty Roster 1 July 1974  
DA FORM 638 Recommendation for Award 1 November 1994

#### **Department of Army Pamphlets**

DA PAM 25-30 Consolidated Index of Army Publications and Blank Forms (ISSUED  
QUARTERLY)(No Printed Copies Exist)(Formerly DA Pam 310-1)(This  
Item is Included on EM 0001) 1 January 2000  
DA PAM 350-20 Unit EO Training Guide 30 August 1993  
DA PAM 600-26 Department of the Army Affirmative Action Plan 23 May 1990  
DA PAM 710-2-1 Using Unit Supply System (Manual Procedures) (Standalone Pub) (This  
Item is on EM 0001) 31 December 1997  
DA PAM 710-2-2 Supply Support Activity Supply System: Manual Procedures (This Item is  
on EM 0001) 30 September 1998  
DA PAM 738-750 The Army Maintenance Management System (TAMMS) 1 August 1994



DA PAM 750-1	Leader's Unit Level Maintenance Handbook (This Item is Included on EM 0001) 15 September 1994
DA PAM 750-35	Guide for Motor Pool Operations (This Item is Included on EM 0001) 1 August 1994
DA PAMPHLET 710-2-2	Supply Support Activity Supply System: Manual Procedures. 01 March 1984.
DA PAMPHLET 738-750	Functional Users Manual for the Army Maintenance Management System (TAMMS). 31 October 1989. 1 August 1994
DA PAMPHLET 750-35	Functional Users Guide for Motor Pool Operations. 30 May 1989.

### Department of Defense Publications

DODD 1300.7	Training and Education to Support the Code of Conduct 8 December 2000
DODDIR 7050.6	Military Whistleblower Protection 3 August 1995

### Field Manuals

FM 100-10	COMBAT SERVICE SUPPORT 3 October 1995
FM 100-14	Risk Management 23 April 1998
FM 100-17	MOBILIZATION, DEPLOYMENT, REDEPLOYMENT, DEMOBILIZATION 28 October 1992
FM 101-10-1/2	STAFF OFFICERS FIELD MANUAL - ORGANIZATIONAL, TECHNICAL, AND LOGISTICAL DATA, PLANNING FACTORS (VOLUME 2) (REPRINTED W/ BASIC INCL C1) 7 October 1987
FM 101-5	STAFF ORGANIZATION AND OPERATIONS 25 May 1984
FM 101-5-1	OPERATIONAL TERMS AND SYMBOLS 21 October 1985
FM 10-23	BASIC DOCTRINE FOR ARMY FIELD FEEDING AND CLASS I OPERATIONS MANAGEMENT THIS ITEM IS INCLUDED ON EM 0019 18 April 1996
FM 10-27-4	ORGANIZATIONAL SUPPLY FOR UNIT LEADERS 21 July 1994
FM 17-95	CAVALRY OPERATIONS 24 December 1996
FM 19-15	CIVIL DISTURBANCES 25 November 1985
FM 21-10	FIELD HYGIENE AND SANITATION 22 November 1988
FM 21-10-1	UNIT FIELD SANITATION TEAM 11 October 1989
FM 21-11	FIRST AID FOR SOLDIERS THIS ITEM IS INCLUDED ON EM 0019 27 October 1988
FM 21-26	MAP READING AND LAND NAVIGATION 7 May 1993
FM 21-60	VISUAL SIGNALS 30 September 1987
FM 21-75	COMBAT SKILLS OF THE SOLDIER 3 August 1984
FM 22-100	MILITARY LEADERSHIP 31 July 1990
FM 3-05.71	(C) Resistance and Escape (U) 7 September 2001
FM 3-19.1	Military Police Operations 26 January 2001
FM 3-19.30	Physical Security. 8 January 2001
FM 3-19.4	Military Police Leaders' Handbook. 4 March 2002
FM 3-19.40	Military Police Internment/Resettlement Operations. 1 August 2001
FM 3-25.26	MAP READING AND LAND NAVIGATION 20 July 2001
FM 3-3	CHEMICAL AND BIOLOGICAL CONTAMINATION AVOIDANCE [FMFM 11-17] THIS ITEM IS INCLUDED ON EM 0019 16 November 1992
FM 3-34.2	Combined-Arms Breaching Operations. 31 August 2000
FM 3-4	NBC PROTECTION [FMFM 11-9] (REPRINTED W/BASIC INCL C1) 29 May 1992

FM 3-5	NBC DECONTAMINATION [FMFM 11-10] THIS ITEM IS INCLUDED ON EM 0019 17 November 1993
FM 4-30.3	Maintenance Operations and Procedures 1 September 2000
FM 5-103	SURVIVABILITY 10 June 1985
FM 5-170	ENGINEER RECONNAISSANCE 5 May 1998
FM 5-34	ENGINEER FIELD DATA 14 September 1987
FM 55-1	TRANSPORTATION OPERATIONS 3 October 1995
FM 55-15	TRANSPORTATION REFERENCE DATA 9 June 1986
FM 55-30	ARMY MOTOR TRANSPORT UNITS AND OPERATIONS 27 June 1997
FM 55-65	STRATEGIC DEPLOYMENT 3 October 1995
FM 6-30	TACTICS, TECHNIQUES, AND PROCEDURES FOR OBSERVED FIRE THIS ITEM IS INCLUDED ON EM 0019 16 July 1991
FM 63-2	DIVISION SUPPORT COMMAND, ARMORED, INFANTRY, AND MECHANIZED INFANTRY DIVISIONS 20 May 1991
FM 63-20	FORWARD SUPPORT BATTALION 26 February 1990
FM 63-20-1	Tactics, Techniques, and Procedures for the Forward Support Battalion (Digitized)
FM 63-21	MAIN SUPPORT BATTALION 7 August 1990
FM 63-2-1	DIVISION SUPPORT COMMAND LIGHT INFANTRY, AIRBORNE, AND AIR ASSAULT DIVISIONS 16 November 1992
FM 63-21-1	Tactics, Techniques, and Procedures for the Division Support Battalion (Digitized)
FM 63-2-2	COMBAT SERVICE SUPPORT OPERATIONS: ARMORED, MECHANIZED AND MOTORIZED DIVISIONS 29 October 1985
FM 63-23-2	Tactics, Techniques, and Procedures for the Division Aviation Support Battalion (Digitized)
FM 71-1	TANK AND MECHANIZED INFANTRY COMPANY TEAM 22 November 1988
FM 71-2	THE TANK AND MECHANIZED INFANTRY BATTALION TASK FORCE (REPRINTED W/BASIC INCL C1) 27 September 1988
FM 7-20	THE INFANTRY BATTALION 6 April 1992
FM 7-7	THE MECHANIZED INFANTRY PLATOON AND SQUAD (APC) 15 March 1985
FM 7-7J	MECHANIZED INFANTRY PLATOON AND SQUAD (BRADLEY) 7 May 1993
FM 7-8	INFANTRY RIFLE PLATOON AND SQUAD 22 April 1992
FM 8-10-6	MEDICAL EVACUATION IN A THEATER OF OPERATIONS, TACTICS, TECHNIQUES AND PROCEDURES 31 October 1991

**Graphic Training Aids**

GTA 03-06-008	NBC Warning and Reporting System. 1 August 1996
---------------	---

**Other Product Types**

CTA 50-900	Clothing and Individual Equipment 1 September 1994
CTA 50-909	Field and Garrison Furnishings and Equipment 1 August 1993
CTA 50-970	Expendable/Durable Items (EXCEPT: Medical, Class V, Repair Parts and Heralds Items) 21 September 1990
DD FORM 2745	Enemy Prisoner of War (EPW) Capture Tag. 1 May 1996
FORSCOM REG 55-2	Unit Movement Date Reporting and Systems Administration 1 October 1993

MANUAL-MCM	Manual for Courts-Martial, United States, 2000 Edition 21 July 2000
SOFTWARE-FMFLO	Form Flow
SOFTWARE-OFFICE	Microsoft Office Professional 97/2000/XP (Word, Excel, Powerpoint, Access)
SOFTWARE-WINDOWS	Microsoft (MS) Windows Operating System (95/98/ME/NT/2000/XP)
STANAG 2044	Procedures for Dealing with Prisoners of War (PW)

**Soldier Training Publications**

STP 19-95B1-SM	Soldier's Manual, MOS 95B, Military Police Skill Level 1. 31 May 2002
STP 21-1-SMCT	SOLDIER'S MANUAL OF COMMON TASKS SKILL LEVEL 1 1 October 2001
STP 21-24-SMCT	SOLDIER'S MANUAL OF COMMON TASKS (SMCT) SKILL LEVELS 2-4 1 October 2001

**Technical Bulletins**

TB 55-46-1	STANDARD CHARACTERISTICS (DIMENSIONS, WEIGHT, AND CUBE) FOR TRANSPORTABILITY OF MILITARY VEHICLES AND OTHER OUTSIZE/ OVERWEIGHT EQUIPMENT (IN TOE LINE ITEM NUMBER SEQUENCE) 1 January 1997
TB MED 530	OCCUPATIONAL AND ENVIRONMENTAL HEALTH FOOD SERVICE SANITATION 28 November 1991
TB SIG 226-8	CHARGERS, RADIAC DETECTOR PP-1578/PD AND PP-1578A/PD (NSN 6625-00-542-1177) 6 October 1982

**Technical Manuals**

TM 9-243	TM 9-243
TM 10-8415-209-10	OPERATOR'S MANUAL FOR INDIVIDUAL CHEMICAL PROTECTIVE CLOTHING [TM 8415-10/2] 31 March 1993
TM 11-6665-214-10	OPERATOR'S MANUAL FOR RADIACMETERS, IM-9E/PD (NSN 6665-00-243-8199), IM-93/UD (6665-00-752-7759) AND IM-147/PD (6665-00-542-0729) (REPRINTED W/BASIC INCL C1) 1 August 1986
TM 11-6665-232-12	OPERATOR'S AND ORGANIZATIONAL MAINTENANCE MANUAL FOR RADIACMETERS, IM-174A/PD (NSN 6665-00-999-5145) AND IM-174B/PD (6665-01-056-7422) 1 October 1987
TM 11-6665-251-10	OPERATOR'S MANUAL FOR RADIAC SET AN/VDR-2 (NSN 6665-01-222-1425) 1 March 1988
TM 11-6665-365-12&P	OPERATOR'S AND UNIT MAINTENANCE MANUAL (INCLUDING REPAIR PARTS AND SPECIAL TOOLS LIST) FOR RADIAC SET AN/PDR-77 (NSN 6665-01-347-6100) (EIC: N/A) 28 February 1995
TM 3-4240-279-10	OPERATOR'S MANUAL FOR MASK, CHEMICAL-BIOLOGICAL: FIELD, ABC- M17 (NSN 4240-00-542-4450) SMALL; (4240-00-542-4451) MEDIUM; (4240-00-542-4452) LARGE; M17A1 (4240-00-926-4199) SMALL; 5 October 1987
TM 3-6665-307-10	OPERATOR'S MANUAL FOR CHEMICAL AGENT DETECTOR KIT, M256 (NSN 6665-01-016-8399) AND M256A1 (6665-01-133-4964) (REPRINTED W/BASIC INCL C1-2) 1 September 1985
TM 3-9905-001-10	OPERATOR'S MANUAL FOR MARKING SET, CONTAMINATION: NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) (NSN 9905-12-124-5955) (REPRINTED W/BASIC INCL C1) 23 August 1982

**Training Circulars**

TC 21-7	PERSONAL FINANCIAL READINESS AND DEPLOYABILITY HANDBOOK 14 October 1994
TC 26-6	COMMANDER'S EQUAL OPPORTUNITY HANDBOOK 14 October 1994
TC 3-41	PROTECTION ASSESSMENT TEST SYSTEM (PATS) 14 January 1995

**Related Publications**

Related publications are sources of additional information. They are not required in order to understand this publication.

**Army Correspondence Course Program Subcourses**

IS0826	COMBAT LIFESAVER INSTRUCTOR MANUAL
--------	------------------------------------

**Army Regulations**

AR 190-11	PHYSICAL SECURITY OF ARMS, AMMUNITION AND EXPLOSIVES (THIS ITEM IS INCLUDED ON EM 0001) 30 September 1993
AR 190-13	THE ARMY PHYSICAL SECURITY PROGRAM (THIS ITEM IS INCLUDED ON EM 0001) 30 September 1993
AR 220-1	UNIT STATUS REPORTING 31 July 1993
AR 25-400-2	THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS) THIS ITEM IS INCLUDED ON EM 0001 26 February 1993
AR 30-1	THE ARMY FOOD SERVICE PROGRAM (REPRINTED W/BASIC INCL C1-5) (THIS ITEM IS INCLUDED ON EM 0001) 1 January 1985
AR 350-41	TRAINING IN UNITS (THIS ITEM IS INCLUDED ON EM 0001) 19 March 1993
AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM 25 February 1988
AR 385-10	THE ARMY SAFETY PROGRAM (THIS ITEM IS INCLUDED ON EM 0001) 23 May 1988
AR 385-63	POLICIES AND PROCEDURES FOR FIRING AMMUNITION FOR TRAINING, TARGET PRACTICE AND COMBAT [MCO P3570.1A] 15 October 1983
AR 40-5	PREVENTIVE MEDICINE (THIS ITEM IS INCLUDED ON EM 0001) 15 October 1990
AR 600-63	ARMY HEALTH PROMOTION 17 November 1987
AR 600-8-1	ARMY CASUALTY OPERATIONS/ASSISTANCE/INSURANCE (THIS ITEM IS INCLUDED ON EM 0001) 20 October 1994
AR 600-8-101	PERSONNEL PROCESSING (IN-AND-OUT AND MOBILIZATION PROCESSING) (REPRINTED W/BASIC INCL C1) (THIS ITEM IS INCLUDED ON EM 0001) 12 December 1989
AR 623-205	ENLISTED EVALUATION REPORTING SYSTEM 31 January 1992
AR 710-2	INVENTORY MANAGEMENT SUPPLY POLICY BELOW THE WHOLESALE LEVEL (REPRINTED W/BASIC INCL C1) THIS ITEM IS INCLUDED ON EM 0001 31 January 1992
AR 725-50	REQUISITION, RECEIPT, AND ISSUE SYSTEM 15 November 1995

AR 735-5 POLICIES AND PROCEDURES FOR PROPERTY ACCOUNTABILITY  
THIS ITEM IS INCLUDED ON EM 0001 28 February 1994

### Department of Army Forms

DA FORM 1971-2-R Chemical Data Sheet -- Monitoring or Survey (LRA) (This item is included on EM 0001) 1 September 1986

DA FORM 2166-8 Noncommissioned Officer Evaluation Report 1 October 2001

### Department of Army Pamphlets

DA PAM 25-30 Consolidated Index of Army Publications and Blank Forms (ISSUED QUARTERLY)(No Printed Copies Exist)(Formerly DA Pam 310-1)(This Item is Included on EM 0001) 1 January 2000

DA PAM 350-59 Army Correspondence Course Program Catalog 1 October 2000

DA PAM 385-1 Small Unit Safety Officer/NCO Guide 22 September 1993

DA PAM 710-2-1 Using Unit Supply System (Manual Procedures) (Standalone Pub) (This Item is on EM 0001) 31 December 1997

### Field Manuals

FM 100-10 COMBAT SERVICE SUPPORT 3 October 1995

FM 100-15 CORPS OPERATIONS 29 October 1996

FM 100-5 OPERATIONS THIS ITEM IS INCLUDED ON EM 0019 14 June 1993

FM 10-1 QUARTERMASTER PRINCIPLES 11 August 1994

FM 10-14-1 COMMANDER'S HANDBOOK FOR PROPERTY ACCOUNTABILITY AT UNIT LEVEL 2 November 1984

FM 10-15 BASIC DOCTRINE MANUAL FOR SUPPLY AND STORAGE (REPRINTED W/ BASIC INCL C1) 12 December 1990

FM 101-5 STAFF ORGANIZATION AND OPERATIONS 25 May 1984

FM 101-5-1 OPERATIONAL TERMS AND SYMBOLS 21 October 1985

FM 10-23 BASIC DOCTRINE FOR ARMY FIELD FEEDING AND CLASS I OPERATIONS MANAGEMENT THIS ITEM IS INCLUDED ON EM 0019 18 April 1996

FM 10-23-1 COMMANDER'S GUIDE TO FOOD SERVICE OPERATIONS 17 March 1992

FM 10-27-4 ORGANIZATIONAL SUPPLY FOR UNIT LEADERS 21 July 1994

FM 17-95 CAVALRY OPERATIONS 24 December 1996

FM 19-25 MILITARY POLICE TRAFFIC OPERATIONS 30 September 1977

FM 19-40 ENEMY PRISONERS OF WAR, CIVILIAN INTERNEES AND DETAINED PERSONS THIS ITEM IS INCLUDED ON EM 0019 27 February 1976

FM 20-3 CAMOUFLAGE 14 November 1990

FM 20-32 MINE/COUNTERMINE OPERATIONS 30 September 1992

FM 21-10 FIELD HYGIENE AND SANITATION 22 November 1988

FM 21-11 FIRST AID FOR SOLDIERS THIS ITEM IS INCLUDED ON EM 0019 27 October 1988

FM 21-60 VISUAL SIGNALS 30 September 1987

FM 21-75 COMBAT SKILLS OF THE SOLDIER 3 August 1984

FM 22-100 MILITARY LEADERSHIP 31 July 1990

FM 23-1 BRADLEY GUNNERY 18 March 1996

FM 23-14 M249 LIGHT MACHINE GUN IN THE AUTOMATIC RIFLE ROLE THIS ITEM IS INCLUDED ON EM 0019 26 January 1994

FM 23-90 MORTARS [TO 11W2-5-13-21] 19 September 1990

## STP 21-24-SMCT

FM 3	Operations 14 June 2001
FM 3-19.30	Physical Security. 8 January 2001
FM 3-3	CHEMICAL AND BIOLOGICAL CONTAMINATION AVOIDANCE [FMFM 11-17] THIS ITEM IS INCLUDED ON EM 0019 16 November 1992
FM 3-3-1	NUCLEAR CONTAMINATION AVOIDANCE [FMFM 11-18] 9 September 1994
FM 34-1	INTELLIGENCE AND ELECTRONIC WARFARE OPERATIONS 27 September 1994
FM 34-10	DIVISION INTELLIGENCE AND ELECTRONICS WARFARE OPERATIONS 25 November 1986
FM 34-130	INTELLIGENCE PREPARATION OF THE BATTLEFIELD 8 July 1994
FM 34-25	CORPS INTELLIGENCE AND ELECTRONIC WARFARE OPERATIONS 30 September 1987
FM 34-3	INTELLIGENCE ANALYSIS 15 March 1990
FM 34-52	INTELLIGENCE INTERROGATION 28 September 1992
FM 34-54	BATTLEFIELD TECHNICAL INTELLIGENCE 5 April 1990
FM 4-25.12	Unit Field Sanitation Team 25 January 2002
FM 44-100	US ARMY AIR DEFENSE OPERATIONS 15 June 1995
FM 44-8	SMALL UNIT SELF-DEFENSE AGAINST AIR ATTACK (REPRINTED W/ BASIC INCL C1) 30 December 1981
FM 44-80	VISUAL AIRCRAFT RECOGNITION 30 September 1996
FM 46-1	PUBLIC AFFAIRS OPERATIONS 30 May 1997
FM 5-10	COMBAT ENGINEER PLATOON 3 October 1995
FM 5-100	ENGINEER OPERATIONS 27 February 1996
FM 5-102	COUNTERMOBILITY 14 March 1985
FM 5-103	SURVIVABILITY 10 June 1985
FM 55-65	STRATEGIC DEPLOYMENT 3 October 1995
FM 7-10	THE INFANTRY RIFLE COMPANY 14 December 1990
FM 7-7	THE MECHANIZED INFANTRY PLATOON AND SQUAD (APC) 15 March 1985
FM 7-7J	MECHANIZED INFANTRY PLATOON AND SQUAD (BRADLEY) 7 May 1993
FM 7-8	INFANTRY RIFLE PLATOON AND SQUAD 22 April 1992
FM 8-10-6	MEDICAL EVACUATION IN A THEATER OF OPERATIONS, TACTICS, TECHNIQUES AND PROCEDURES 31 October 1991

### Graphic Training Aids

GTA 21-3-10	Code of Conduct (Chart/1989) 1 January 1989
GTA 21-3-9	Code of Conduct (Card/1989) 1 January 1989

### Other Product Types

FORSCOM REG 55-1	Unit Movement Planning 1 October 1995
SOFTWARE-FMFLO	Form Flow
SOFTWARE-OFFICE	Microsoft Office Professional 97/2000/XP (Word, Excel, Powerpoint, Access)
SOFTWARE-WINDOWS	Microsoft (MS) Windows Operating System (95/98/ME/NT/2000/XP)

**Technical Manuals**

TM 11-6665-236-12 OPERATOR'S AND ORGANIZATIONAL MAINTENANCE MANUAL FOR RADIAC SET, AN/PDR-75 (NSN 6665-01-211-4217) (EIC: KYD) 1 June 1995

TM 3-4240-279-10 OPERATOR'S MANUAL FOR MASK, CHEMICAL-BIOLOGICAL: FIELD, ABC- M17 (NSN 4240-00-542-4450) SMALL; (4240-00-542-4451) MEDIUM; (4240-00-542-4452) LARGE; M17A1 (4240-00-926-4199) SMALL; 5 October 1987

TM 3-4240-279-20&P UNIT MAINTENANCE MANUAL (INCLUDING REPAIR PARTS AND SPECIAL TOOLS LIST) FOR MASK, CHEMICAL-BIOLOGICAL; FIELD, ABC-M17 (NSN 4240-00-542-4450), (SMALL), (4240-00-542-4451), 5 October 1987

TM 38-250 PREPARING HAZARDOUS MATERIALS FOR MILITARY AIR SHIPMENTS [AFR 24-204; NAVSUP PUB 505; MCO P4030.19F; DLAM 4145.3] 25 November 1994

TM 9-2320-273-10 TRUCK TRACTOR, LINE HAUL, 50,000 GVWR, 6X4, M915 (NSN 2320-01-028-4395); LIGHT EQUIPMENT TRANSPORTER (LET), 56,000 GVWR, 6X6, W/WINCH, M916, (2320-01-028-4396); MEDIUM 15 May 1980

TM 9-2320-279-10-1 OPERATORS MANUAL, VOLUME NO. 1 FOR M977 SERIES 8X8 HEAVY EXPANDED, MOBILITY TACTICAL TRUCKS (HEMTT), TRUCK, CARGO, WITH WINCH, M977 (NSN 2320-01-097-0260) TRUCK, CARGO, 21 November 1986

TM 9-2320-279-10-2 OPERATOR'S MANUAL VOLUME NO. 2 M977 SERIES, 8X8 HEAVY EXPANDED MOBILITY TACTICAL TRUCKS (HEMTT) TRUCK, CARGO, WITH WINCH, M977 (2320-01-097-0260) TRUCK, CARGO, WITHOUT WINCH, 15 June 1987

TM 9-2320-280-10 OPERATOR'S MANUAL FOR TRUCK, UTILITY: CARGO/TROOP CARRIER, 1-1/4 TON, 4X4, M998 (NSN 2320-01-107-7155) (EIC: BBD); M998A1 (2320-01-371-9577) (EIC:BBN); TRUCK, UTILITY: CARGO/ 31 January 1996

TM 9-2320-283-10 OPERATOR'S MANUAL FOR TRUCK TRACTOR, LINE HAUL; 50,000 GVWR, 6X4, M915A1 (NSN 2320-01-125-2640) (REPRINTED W/BASIC INCL C1-3) 27 June 1983

TM 9-2320-289-10 OPERATOR'S MANUAL FOR TRUCK, CARGO, TACTICAL, 1-1/4 TON, 4X4, M1008 (NSN 2320-01-123-6827) TRUCK, CARGO, TACTICAL, 1-1/4 TON, 4X4, M1008A1 (2320-01-123-2671) TRUCK, UTILITY, 4 July 1986

TM 9-2320-360-10 OPERATOR'S MANUAL FOR TRUCK, TRACTOR, M1070, 8X8, HEAVY EQUIPMENT TRANSPORTER (HET) (NSN 2320-01-318-9902) (EIC: B5C) 31 March 1994

TM 9-2320-361-10 OPERATOR'S MANUAL FOR 2-1/2-TON, 6X6, M44A2 SERIES TRUCKS (MULTIFUEL); TRUCK, CARGO:2-1/2-TON, 6X6, M35A2, M35A2C, M36A2, TRUCK, TANK, FUEL: 2-1/2-TON, 6X6, M49A2C; TRUCK, 15 December 1988

TM 9-2320-364-10 OPERATOR'S MANUAL FOR TRUCK, TRACTOR, M1074 AND M1075 PALLETIZED LOAD SYSTEM (PLS) (NSN 2320-01-304-2277) (2320-01-304-2278) (REPRINTED W/BASIC INCL C1) 25 February 1994

TM 9-2320-365-10 OPERATOR'S INSTRUCTIONS FOR M1078 SERIES, 2-1/2 TON, 4X4 LIGHT MEDIUM TACTICAL VEHICLES (LMTV) TRK, CAR., LMTV, M1078 W/WN (NSN 2320-01-360-1898) (EIC: BHH) W/O WN (2320-01-354- 1 October 1995

STP 21-24-SMCT

TM 9-2320-366-10-1 Operator's Instructions Manual for M1083 Series, 5-Ton, 6X6, Medium Tactical Vehicles (MTV) Volume 1 of 2 Trk, Car., MTV, M1083 w/Wn (NSN 2320-01-360-1895)(EIC:BT3) w/o Wn (2320-01-354-3386)(EIC:BR2) Trk, Car., MTV w/MATL HDLG EQPT (MHE) 15 September 1998

TM 9-2320-366-10-2 Operator's Instructions Manual for M1083 Series, 5-Ton, 6X6, Medium Tactical Vehicles (MTV) Volume 2 of 2 Trk, Car., MTV, M1083 w/Wn (NSN 2320-01-360-1895)(EIC:BT3) w/o Wn (2320-01-354-3386)(EIC:BR2) Trk, Car., MTV w/MATL HDLG EQPT (MHE) 15 September 1998

**Training Support Packages**

331-S-0001 LEVEL B - SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE)/CODE OF CONDUCT

331-S-0002 ACT IN ACCORDANCE WITH THE PROVISIONS OF THE CODE OF CONDUCT 1 January 1999