DEVELOP A UNIT TRAINING PROGRAM RUBRIC   **(as of 12-17-2014)**

Class # _____

Student Name: _____

Student # _____

Evaluator: _____

Final Grade: _____

<u>NOTE TO THE INSTRUCTOR:</u> Make sure that you provide a copy of the BN level WARNO and as a company Unit Training Plan/ Long Range Schedule.
<u>STUDENT'S HOMEWORK INSTRUCTIONS:</u> **Part A is a GROUP WORK and part B is individual work graded assignment. Your instructor will assign the groups**

1. <u>BLUF.</u> In your assigned group and as a member of A/2-156 IN, you are to:
   a. Develop a Unit Training Plan (UTP) for A/2-156 IN . Use the BN WARNO/OPORD to develop or update your company's UTP.
   b. Integrate DCIED Training into Unit Training using A/2-156 IN provided Training Schedule. You may be required to brief your training plan or submit it in writing.

2. BACKGROUND: You are assigned to A/2-156 IN and you or someone else in your group is the company's Dismounted Counter IED Master Trainer. Your unit just received Battalion level operations orders. The CO called all key members to an urgent Unit Training Planning session to review the BN WARNO and to update the Unit Training Plan. In the meeting, the CO said the following, "Ladies and Gentleman, we have no time to waste, we will be using the Eight Steps TLPs to plan all training necessary to conduct this mission. It is 0900 hours right now and I would like to issue a WARNO to the platoons NLT 1200 hours today. Remember that several soldiers have joined the unit recently and that we have not executed a mission like this in the last six months. Although each of you has assigned area of expertise and emphasis, please make sure that you work as a team. The two most important tasks are:
   a. Identifying the training needs required to be successful in performing this mission and,
   b. Develop a good list of specific training we must do to accomplish this mission.

3. REFERENCES:
   a. ADRP 7-0 Training Units and Developing Leaders, Chapter 3 Para 3-33 to 3-74. The Leader's Guide to Company Training Meeting dated December 2013.
   b. Leaders Guide to Company Training Meetings dated December 2013 . Page 45 includes a sample training schedule.
4. Provide a copy of this rubric to the students ahead of time and encourage them to use it as a check list. Provide your final score and feedback upon completion.
5. THIS RUBRIC PRIMARILY MEASURES THE FOLLOWING COURSE OUTCOME: INCORPORATE COUNTER IED TTPs INTO UNIT TRAINING.

PART A - GROUP WORK/GRADE		EIGHT STEPS OF THE TROOP LEADING PROCEDURES			70 POINTS
8 TLP STEPS		**PROFICIENT** **(5 - 4.5 points)**	**MARGINAL** **(4 - 3.5 points)**	**NEEDS IMPROVEMENT** **(3 - 0 points)**	**SCORE**
Step 1 Receive the Mission					
Receive the Mission *(WARNORD, OPORD, Other)* *Leaders perform initial assessment*	**Tasks**	<u>Identified</u> the implied and specified collective tasks on which to train	<u>Somewhat</u> identified the implied and specified collective tasks on which to train	<u>Did not</u> identify <u>the proper</u> implied and specified collective tasks on which to train	
	Time	<u>Assessed</u> time IAW 1/3, 2/3 parallel planning rule	<u>Somewhat</u> assessed time IAW 1/3, 2/3 parallel planning rule	<u>Did not</u> assess time IAW 1/3, 2/3 parallel planning rule	
	Resources	<u>Identified</u> the initial resources needed	<u>Somewhat</u> identified the initial resources needed	<u>Did not</u> identify the initial resources needed	
	Gather Tools	<u>Gathered</u> the tools needed, i.e. SOPs, manuals, online resources, CIED resources, etc.	<u>Somewhat</u> gathered the tools needed, i.e. SOPs, manuals, online resources, CIED resources, etc.	<u>Did not</u> gather the tools needed, i.e. SOPs, manuals, online resources, CIED resources, etc.	
Step 2. Issue a Warning Order					
Issues WARNO	**Includes the 5Ws: (Who, What, When, Where, and Why)**	<u>**Used**</u> **five-paragraph OPORD format and included:** - The training mission and the collective tasks to train - The time and place for issuing the order - Units or elements participating in the training - Tasks not addressed on unit SOP - The timeline for the training	<u>**Somewhat**</u> **used five-paragraph OPORD format and included:** - The training mission and the collective tasks to train - The time and place for issuing the order - Units or elements participating in the training - Tasks not addressed on unit SOP - The timeline for the training	<u>**Did not**</u> **use five-paragraph OPORD format that included:** - The training mission and the collective tasks to train - The time and place for issuing the order - Units or elements participating in the training - Tasks not addressed on unit SOP - The timeline for the training	
Step 3. Make a Tentative Plan					
Mission Analysis	**Assess Key Collective Tasks (KCTs)**	<u>Identified</u> specified, implied, and essential collective tasks from higher units' WARNO	<u>Somewhat</u> identified specified, implied, and essential collective tasks from higher units' WARNO	<u>Did not</u> identify specified, implied, and essential collective tasks from higher units' WARNO	
	Identify the Operational Environment (OE)	<u>Identified</u> the Operational Environment (OE) to replicate IOT provide realistic training *(Train as you will fight)*	<u>Somewhat</u> identified the Operational Environment (OE) to replicate IOT provide realistic training *(Train as you will fight)*	<u>Did not</u> identify the Operational Environment (OE) to replicate IOT provide realistic training *(Train as you will fight)*	
	Training Resources	<u>Identified</u> additional resources necessary to replicate the OE in training	<u>Somewhat</u> identified the initial resources needed to replicate the OE in training	<u>Did not</u> identify the initial resources needed to replicate the OE in training	
	Planning Horizon	**Time available to train:** <u>Defined</u> how long the unit has to train to become KCT proficient	**Time available to train:** <u>Somewhat</u> defined how long the unit has to train to become KCT proficient	**Time available to train:** <u>Did not</u> define how long the unit has to train to become KCT proficient	
	Training Risk (These are not safety risk considerations)	<u>Explained</u> how non-availability of resources may impact training certain KCTs/ supporting tasks	<u>Somewhat</u> explained how non-availability of resources may impact training certain KCTs/ supporting tasks	<u>Did not</u> explain how non-availability of resources may impact training certain KCTs/ supporting tasks	
	Restated Company Mission	<u>Developed</u> a mission statement in a short sentence or paragraph that describes the organization's essential tasks & purpose <u>Included</u> the five elements of a mission statement that answers the questions: Who, What, When, Where, and Why	<u>Somewhat</u> developed a mission statement in a short sentence or paragraph that describes the organization's essential tasks & purpose <u>Somewhat</u> included the five elements of a mission statement that answers the questions: Who, What, When, Where, and Why	<u>Did not</u> develop a mission statement in a short sentence or paragraph that describes the organization's essential tasks & purpose <u>Did not</u> include the five elements of a mission statement that answers the questions: Who, What, When, Where, and Why	

PART I - GROUP WORK/GRADE		EIGHT STEPS OF THE TROOP LEADING PROCEDURES (CONT)			
8 TLP STEPS		**PROFICIENT (5 - 4.5 points)**	**MARGINAL (4 - 3.5 points)**	**NEEDS IMPROVEMENT (3 - 0 points)**	**SCORE**
Step 3. Make a Tentative Plan (Cont)					
Course of Action (COA)	COA development	Developed COA/s that includes: - Training events to train - The sequence those events should occur - Training frequency of the events	Somewhat developed COA/s that includes: - Training events to train - The sequence of events - Training frequency of the events	Did not develop COA/s that includes: - Training events to train - The sequence of events - Training frequency of the events	
	COA Analysis	COA analysis included identification of: - Major resources - Major resources to replicate the OE - Possible resource shortcomings - Scheduling issues - Decision points for commander	COA analysis somewhat included identification of: - Major resources - Major resources to replicate the OE - Possible resource shortcomings - Scheduling issues - Decision points for commander	COA analysis Did not include identification of: - Major resources - Major resources to replicate the OE - Possible resource shortcomings - Scheduling issues - Decision points for commander	
	COA Approval	Requested the higher commander to approve recommended COA	Somewhat requested the higher commander to approve recommended COA	Did not requested the higher commander to approve recommended COA	
Plan approval		NOTE. This steps is not applicable when developing a company training COA			
Step 4. Initiate Movement					
Begin Actions to Facilitate execution of the Plan		Planned pre-execution checks to ensure that: - Equipment is ready - Trainers are prepared - Training resources are coordinated - Leaders conduct risk mgt checks	Somewhat planned pre-execution checks to ensure that: - Equipment is ready - Trainers are prepared - Training resources are coordinated - Leaders conduct risk mgt checks	Did not Plan pre-execution checks to ensure that: - Equipment is ready - Trainers are prepared - Training resources are coordinated - Leaders conduct risk mgt checks	
Step 5. Conduct Reconnaissance (RECON)					
Ensure availability of resources		Conducted training site recon and scheduled for needed resources including maneuver space, ranges, simulations, facilities, etc.	Somewhat conducted training site recon and scheduled for needed resources including maneuver space, ranges, simulations, facilities, etc	Did not conduct training site recon and/or scheduled for needed resources including maneuver space, ranges, simulations, facilities, etc	
Step 6. Complete the Plan					
Unit Training Plan (UTP)		Developed the company's Unit Training Plan (UTP)	Somewhat developed the company's Unit Training Plan (UTP)	Did not develop the company's Unit Training Plan (UTP)	
Step 7. Issue the Order					
Issue the UTP		Communicated to the platoons the UTP in a five-paragraph field order format	Somewhat communicated to the platoons the UTP in a five-paragraph field order format	Did not communicate to the platoons the UTP in a five-paragraph field order format	
Step 8.Supervise and Assess					
Company-Level Training		NOTE. This steps is not applicable at this time			
PART B - INDIVIDUAL WORK/GRADE		**INTEGRATE DISMOUNTED CIED TRAINING INTO UNIT TRAINING**			**30 POINTS**
Training Schedule		Integrated proper DCIED tasks which support the Unit Training Plan and the DCIED Schedule includes: When, Who, What, Trainers, Uniform, Equipment, Where, & References	Somewhat integrated proper DCIED tasks which support the Unit Training Plan and the DCIED Schedule includes: When, Who, What, Trainers, Uniform, Equipment, Where, & References	Did not integrate proper DCIED tasks which support the Unit Training Plan and the DCIED Schedule did not include: When, Who, What, Trainers, Uniform, Equipment, Where, & References	
Required Resources		Planned for all resources required to conduct DCIED training such as facilities, equipment, transportation, automation, manuals, supplies, etc.	Somewhat planned for all resources required to conduct DCIED training such as facilities, equipment, transportation, automation, manuals, supplies, etc.	Did not plan for all resources required to conduct DCIED training such as facilities, equipment, transportation, automation, manuals, supplies, etc.	
Justification of the CIED Plan		Demonstrated In-depth planning The training plan: - Includes critical Lesson Plans - Shows LPs sequenced correctly - Includes appropriate PEs/STX - Is comprehensive - Is cohesive	Demonstrated adequate planning The training plan: - Includes critical Lesson Plans - Shows LPs sequenced correctly - Includes appropriate PEs/STX - Is comprehensive - Is cohesive	Did not demonstrate adequate planning. The training plan did not: - Include critical Lesson Plans - Show LPs sequenced correctly - Include appropriate PEs/STX The training plan was not: - Comprehensive - Cohesive	
TOTAL GRADE					

EVALUATOR COMMENTS : (Comments are required if the student overall score is " Needs Improvement").