

Training and Evaluation Outline Report

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Task Number: 10-SEC-7731

Task Title: Conduct Supply Receiving Section Operations

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the CASCOM, Fort Lee, Virginia foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 385-10	The Army Safety Program	Yes	No	
	AR 735-5	Property Accountability Policies	Yes	No	
	AR 740-1	STORAGE AND SUPPLY ACTIVITY OPERATIONS	Yes	No	
	ATP 4-42	GENERAL SUPPLY AND FIELD SERVICES OPERATIONS	Yes	No	
	ATP 4-42.2	SUPPLY SUPPORT ACTIVITY OPERATIONS	Yes	No	
	FM 4-40 (Change 001, May 08, 2014)	QUARTERMASTER OPERATIONS http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm4_40.pdf	Yes	No	
	PAM 710-7	HAZARDOUS MATERIAL MANAGEMENT PROGRAM	Yes	No	

Conditions:

The receiving section receives an Operations Order (OPORD) from higher Headquarters (HQ) to receive accountable property. The receiving section is established and operational to support the higher HQ directed mission. The receiving section has primary access to main supply routes, approved external logistical support, and it is accessible to all supported and supporting customers/units.

Continuous voice, data, full motion video communications capabilities (if required and authorized In Accordance With (IAW) OPORD), tactical radios, data networks, mission command information systems, and Mission Command On-The-Move (MCOTM) network capabilities are established and operational. All Army, joint, and host nation applicable regulations, approved internal and external Tactical Standard Operating Procedures (TSOPs), Technical Manuals (TMs), and Field Manuals (FMs) are on-hand as reference material.

The receiving section has been provided guidance on rules of engagement for this mission and are continuously receiving updates as situations and mission requirements change. Threat capabilities include opposing forces which have the ability to gather information, interact with hostile force sympathizers, coordinate suicide bombings, setup improvised explosive devices, coordinate air support, and execute reinforced operations in a Chemical, Biological, Radiological, and Nuclear (CBRN) environment. Mission, Enemy, Terrain and weather, Troops and support available-Time available and Civil considerations (METT-TC) identified constraints must be considered. The receiving section is not likely to be attacked with hostile enemy fire or chemical agents.

This task will be performed under either/or a combination of a static, dynamic, complex, single, or hybrid operational environment as outlined in the training evaluation matrix of this task. All authorized equipment is on hand and operational. All personnel are available to provide support during all day and night operations. Specified time constraints are identified in the operations order.

The receiving section has adequate resources and time to prepare. Unit leaders are present in the area of operations to provide further guidance as necessary. Some iterations of this task should be performed in MOPP 4.

Standards: The receiving section received accountable property with all available assets and resources within the specified time constraints in the mission OPORD and IAW the approved Army standards identified in the Task Evaluation Criteria Matrix and in the task performance steps which are included in this task below, commanders guidance, applicable internal and external TSOPs, and approved Army regulations.

LEADER STATEMENT: For the purpose of this task, an Army leader is defined as a Soldier who is in a senior officer, warrant officer, and/or Non-

Commissioned Officer (NCO) position designated by grade, paragraph, and title on the units Table of Organization and Equipment (TOE). Leaders are not only defined as officers, warrant officers, NCOs, and Army civilians in leadership positions but also include individuals who are Subject Matter Experts (SME) which possess the requisite knowledge and skill set to perform a particular task (For example, conduct an operation, provide logistics, or operate specific technical equipment, etc.) at the tactical through strategic level as the situation and/or mission(s) dictates. Leaders may also be personnel assigned to the unit and designated as a leader by the unit commander.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare		Execute					Assess		
Operational Environment	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
SQD & PLT									
Dynamic (Single Threat)	Night	>=85%	>=80%	Yes	>=91%	All	>=90%	T	T
		75-84%			80-90%		80-89%	T-	T-
Static (Single Threat)	Day	65-74%	75-79%	No	65-79%	<All		P	P
		60-64%	60-74%		51-64%			P-	P-
		<=59%	<=59%		<=50%		<=79%	U	U

Remarks: Task steps and performance measures are intended to be arranged in a logical order. However, they are not intended to be interpreted as a "required order" for performance. The performance task steps and performance measures of this collective task may not be applicable to every unit. Prior to evaluation, coordination should be made between the evaluator, the unit itself, and the evaluated units' higher headquarters (if required) to determine the task steps and performance measures that must be performed during the evaluation or identify performance steps/measures that do not apply to the unit and may be exempt from evaluation. Exempt performance steps and measures will be documented as N/A in the GO, NO-GO, or N/A columns of the Training & Evaluation Outline (T&EO).

When evaluating this task, only the CRITICAL performance steps and measures will be used to calculate the overall percentage total in the training evaluation criteria matrix.

Training begins with the execution of pre-combat checks and inspections. Training ends when designated training objectives for the particular training events or exercises are performed to Army standard. Unit leadership should conduct an After Action Report (AAR) to determine future training requirements for the unit.

Task Evaluation Criteria Matrix Operational Environment (OE) Definitions:

Static—a static training environment has aspects of operational variables needed to stimulate mission variables that are fixed throughout the units' execution of the task.

Dynamic—a dynamic training environment has operational variables and threat Tactics, Techniques, and Procedures (TTP) for assigned countertasks that change in response to the execution of friendly force tasks.

Complex—a complex training environment requires a minimum of four—terrain, time, military (threat), and social (population)—or more operational variables; brigade and higher units require all eight operational variables to be replicated in varying degrees based on the task being trained.

Single threat—a single threat in a training environment is a conventional force, irregular force, criminal element, or terrorist force.

Hybrid threat—a hybrid threat in a training environment uses diverse and dynamic combination of conventional forces, irregular forces, terrorist forces, and criminal elements unified to achieve mutually benefitting effects.

To obtain a T or T- this task must be conducted in a dynamic and complex environment with 4 plus OE variables and a hybrid threat at night with 75% or more leaders present, greater than 80% of Soldiers present, receive a "GO" on 80% or more of the performance measures, ALL of the critical performance measures and at least 80% "GO" on the leader performance measures. Must be conducted during an external evaluation.

Task steps and measures were developed using the Plan, Prepare, Execute, and Assess (PPEA) construct to reinforce the operations process and is implied throughout the T&EO as applicable.

Notes: REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS: Feedback is welcome to help improve this collective task. If errors are found, or if someone would like to recommend improvements to the performance steps and procedures in this collective task, please let us know. The preferred method is to submit a DA Form 2028 (Recommended Changes to Publications and Blank Forms) with recommended changes via email to usarmy.lee.tradoc.mbx.cascom-g3-collective@mail.mil. Recommended changes will be reviewed, validated to ensure approved Army or joint doctrine supports recommendation(s), and implemented as appropriate.

Safety Risk: Low

Task Statements

Cue: The Receiving Section has received an OPORD from higher headquarters to receive accountable supplies and equipment.

DANGER

Ensure personnel wear the appropriate personal protective equipment for the job being performed. Use special care when lifting or carrying supplies for offloading/loading, picking or restocking supplies. Always check vehicle contents for unsafe loads before attempting to offload. Always use chock blocks for vehicles. Use ground guides for all vehicle movement within the area of operations. Never engage in horseplay when on the job, especially when operating equipment of any kind. Always maintain good housekeeping practices.

WARNING

Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they use. Following the proper safety procedures preserves troop strength by preventing personnel losses through accidents.

CAUTION

All personnel are responsible for using safety precautions when receiving, storing or issuing items. Always exercise care when operating equipment or using tools. Do not use equipment unless licensed for or authorized to operate.

cycles and water replacement guidelines in accordance with CBRN and Army regulations.

NVG: Never

NVG Statement: Night vision goggles are not required to conduct this task. However, they may be required when conducting sustainment unit operations, during moment, or Soldier duties as assigned.

Prerequisite Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	10-PLT-0015	Establish Supply Support Activity (SSA) Operations	10 - Quartermaster (Collective)	Approved

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	10-CO-0773	Manage Repair Parts	10 - Quartermaster (Collective)	Approved
	10-CO-0778	Manage Class VII Supplies	10 - Quartermaster (Collective)	Approved
	10-CO-4002	Provide Class I, II, III (PKG), IV, VII, and IX Supplies	10 - Quartermaster (Collective)	Approved
	10-PLT-0001	Conduct Retrograde Operations at the Supply Support Activity (SSA)	10 - Quartermaster (Collective)	Approved
	10-PLT-7730	Conduct Supply Platoon Operations	10 - Quartermaster (Collective)	Approved
	10-PLT-7731	Conduct Temporary Supply Storage Platoon Operations	10 - Quartermaster (Collective)	Approved
	10-SEC-7730	Conduct Supply Stock Control Section Operations	10 - Quartermaster (Collective)	Approved
	10-SEC-7732	Conduct Supply Storage Section Operations	10 - Quartermaster (Collective)	Approved
	10-SEC-7733	Conduct Supply Receiving and Storage Section Operations	10 - Quartermaster (Collective)	Approved
	10-SEC-7734	Conduct Supply Section Operations	10 - Quartermaster (Collective)	Approved
	71-CO-5145	Conduct Risk Management	71 - Mission Command (Collective)	Approved
	71-TM-5100	Conduct Troop Leading Procedures	71 - Mission Command (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	091-89A-1428	Maintain Manual Records	091 - Ordnance (Individual)	Approved-Restricted
	091-89A-2200	Manage Stock Records Operations	091 - Ordnance (Individual)	Approved-Restricted
	101-92A-1001	Maintain Required Publications	101 - Quartermaster (Individual)	Approved
	101-92A-1004	Prepare Delegation of Authority Documents	101 - Quartermaster (Individual)	Approved
	101-92A-1005	Receive an Item of Supply	101 - Quartermaster (Individual)	Approved
	101-92A-1006	Issue an Item of Supply	101 - Quartermaster (Individual)	Approved
	101-92A-1007	Turn In an Item of Supply	101 - Quartermaster (Individual)	Approved
	101-92A-1008	Request an Item of Supply	101 - Quartermaster (Individual)	Approved
	101-92A-1009	Maintain a Document Register	101 - Quartermaster (Individual)	Approved
	101-92A-1010	Store an Item of Supply	101 - Quartermaster (Individual)	Approved
	101-92A-1012	Conduct an Inventory	101 - Quartermaster (Individual)	Approved
	101-92A-1212	Operate RF ID Tag	101 - Quartermaster (Individual)	Approved
	101-92A-1401	Process A Found on Installation (FOI) Item at the SSA.	101 - Quartermaster (Individual)	Approved
	101-92A-1405	Perform Stock Control Inventory Management Functions	101 - Quartermaster (Individual)	Approved
	101-92A-1410	Process Monthly Customer Due-Out Reconciliation	101 - Quartermaster (Individual)	Approved
	101-92A-1456	Perform a Goods Receipt of Materials at the Unit	101 - Quartermaster (Individual)	Approved
	101-92A-1458	Conduct an Inventory of Stocks	101 - Quartermaster (Individual)	Approved
	101-92A-1459	Manage Bench Stock Requirements	101 - Quartermaster (Individual)	Approved
	101-92A-2012	Supervise Supply Operations in the Maintenance Activity	101 - Quartermaster (Individual)	Approved
	101-92A-2015	Manage Work Center/Shop Section Data	101 - Quartermaster (Individual)	Approved
	101-92A-3001	Supervise Supply Support Activity (SSA) Operations	101 - Quartermaster (Individual)	Approved
	101-92A-3004	Perform Causative Research for Inventory Adjustments	101 - Quartermaster (Individual)	Approved
	101-92A-3110	Implement Continuity of Operations Plan (COOP)	101 - Quartermaster (Individual)	Approved
	101-92A-3111	Transfer Stock Record Account Responsibility	101 - Quartermaster (Individual)	Approved
	101-92A-3400	Manage the Inventory	101 - Quartermaster (Individual)	Approved
	101-92A-3402	Perform Stock Determination	101 - Quartermaster (Individual)	Approved
	101-92A-3501	Manage Stock Determination Actions	101 - Quartermaster (Individual)	Approved
	101-92A-3504	Perform Excess Review	101 - Quartermaster (Individual)	Approved
	101-92A-4003	Conduct Quality Assurance Inspection for Supplies in Storage	101 - Quartermaster (Individual)	Approved
	101-92A-4208	Manage Repairable Items	101 - Quartermaster (Individual)	Approved
	101-92A-4215	Conduct Supply Support Mission Analysis	101 - Quartermaster (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.1	Provide Logistics Support
ART 4.1.3	Provide Supplies
ART 4.1.3.7	Provide Major End Items (Class VII)
ART 4.1.3.9	Provide Repair Parts (Class IX)
ART 4.1.3.12	Provide Miscellaneous Supplies
ART 4.1.3.15	Provide Supply Management
ART 4.1.3.15.1	Request Supplies
ART 4.1.3.15.2	Receive Supplies
ART 4.1.3.15.3	Procure Supplies
ART 4.1.3.15.4	Issue Supplies

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
No equipment specified		

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

It is the responsibility of all Soldiers and Department of the Army civilians to protect the environment from damage. Army personnel must take care of the environment; that is, practice environmental stewardship. All operations conducted on Army installations will comply with federal, state, local and host-nation environmental requirements and Army regulations. Army personnel will sustain compliance at all sites in the U.S. and abroad, establishing good relationships with communities and regulators.

Environmental risk management consists of the following steps:

- a. Identify Hazards. Identify potential sources for environmental degradation during analysis of METT-TC factors. This requires identification of environmental hazards. An environmental hazard is a condition with the potential for polluting air, soil, or water and or destroying cultural and historical artifacts.
- b. Assess the Hazard. Analyze potential severity of environmental degradation using the Environmental Risk Assessment. Severity of environmental degradation is considered when determining the potential effect an operation will have on the environment. The risk impact value is defined as an indicator of the severity of environmental degradation. Quantify the risk to the environment resulting from the operation as extremely high, medium, or low, using the environmental risk assessment matrixes.
- c. Make Environmental Risk Decisions. Make decisions and develop measures to reduce high environmental risks.
- d. Brief Chain of Command. Brief chain of command (to include installation environmental office, if applicable), on proposed plans and pertinent high-risk environmental matrixes. Risk decisions are made at a level of command that corresponds to the degree of risk.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine.

Leaders must verify the structural soundness of all training and evaluation plans from a safety viewpoint. Leaders must conduct training at levels consistent with the abilities of the Soldiers being trained. They must instill an awareness of individual safety in all subordinate leaders and Soldiers. All Soldiers must constantly be alert for and avoid situations that may result in injury or death.

Be aware of the following:

- a. At the training site, leaders must establish training safety overview procedures. Safety procedures should emphasize the adherence to standards, consideration of environmental factors, risk assessment, and factors contributing to and aiding in the prevention of accidents. Responsible individuals must know how to balance the risks against the training requirements and monitor conditions for safety and health hazards (to eliminate or control them). Leaders must ensure the welfare of their Soldiers in all situations.
- b. Leaders must establish a buddy system for safety measures. Soldiers should maintain a safety watch on each other, with emphasis on individual safety training, and first aid responsibilities. All unsafe conditions and unsafe acts must be recognized and reported. Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they use. Following the proper safety procedures preserves troop strength by preventing personnel losses through accidents.