



DEPARTMENT OF THE ARMY
Delta Battery, XX Battalion, XX Air Defense Artillery
Address

REPLY TO
ATTENTION OF

AETV-GW-XX-XX

21 May 00

MEMORANDUM FOR RECORD

SUBJECT: Leader's Books SOP

1. Purpose: Define the policy on leader's books within the battery.
2. References. Battle Focus Training, FM 25-101 Dated: 30 Sep 88
3. It is my intent to have a functional Leaders Book that can be used as intended. Leaders are discouraged against making their books into a document that is so big that it becomes useless. I do not intend for this book to be filled with PowerPoint slides full of color and every piece of unit history, etc, just a functional compact training device. Other reference material should be available to the leader but he/she does not have to walk around with it in their hand, keep Leaders Books functional. The following paragraphs are taken almost verbatim from FM 25-101.
4. All leaders in Delta battery will conform to the guidance stated in FM 25-101 concerning Leader's Books and the additional requirements set by the Battery 1SG in this SOP.
5. Leader's book information can be in any format the leader chooses. A small, pocket-sized memo book or a full-sized multipage notebook can be used. The bottom line is that leaders should have a way of recording information. The information is invaluable to the leaders as they track and evaluate their soldiers' training status and proficiency on essential soldier tasks. Provide administrative input to the chain of command on proficiency of their units, for example, platoon, section, team, or crew.
6. Leaders are responsible for identifying and training essential soldier tasks that support the unit's mission essential collective tasks. To ensure soldiers are trained on their critical tasks, leaders must fully understand the unit's collective tasks and how soldier tasks are planned, trained, and evaluated to support their accomplishment. Because of limited training resources and time, soldiers normally cannot train on and reasonably sustain every task.
7. A tool to aid in this process is the leader book. Leaders record in the leader book information addressing administrative data, common tasks, skill qualification assessment, and specific collective tasks, which support the unit's METL. They also record personal information that affects soldiers' training performance and that leaders need to know to provide training that meets their soldiers' personal needs.
 - a. Leaders list in the leader book the common tasks found in the Soldier's Manual of Common Tasks that support the METL. They track soldier proficiency on these selected tasks. They may also record the results of Army soldier training requirements, such as marksmanship, APFT. Leaders should record MOS-specific tasks, which support the METL and annotate evaluation results. They can quickly identify weaknesses and plan and conduct training to improve proficiency.
 - b. The leader book should contain only collective tasks and drills required to support the METL. Section, squad, and crew collective tasks and drills are derived from applicable MTPs. For each task listed in the leader book, soldiers first need to be trained and then evaluated to determine if they can actually perform the task. Leaders may perform either a formal or an informal evaluation; however, they should always adhere to the performance standards contained in the appropriate soldier's manual, the Soldier's Manual for Common Tasks, and applicable

AETV-GW-XX-XX
SUBJECT: Leader's Books

MTPs and STPs. Once the leader determines the proficiency of a squad, team, crew, or soldier, he should record the date of the evaluation as GO/NO-GO and the date opposite the task. Leaders need to refer to it when talking about the proficiency of their soldiers.

c. A leader may use information in the leader book to provide input on his unit during daily meetings and company training meetings. For example, if three of five squad members cannot perform "Missile Reload" to standard, the Section leader may want to train this task during the next available training period.

8. All leaders books will have the following:

a. CTT list matrix. Leaders will track the completion of tasks as they are performed and will record it on the CTT matrix (Figure 2). First line leaders will track their soldiers, section sergeants will track consolidated section CTT training and platoon sergeants will also run a consolidated list.

b. If executed and tracked properly, fiscal Year consolidated testing will be reduced to a small number of tasks that were not completed during FTXs, STXs and SGTs time training.

1). If a soldier cleans his weapon for an arms room inspection and he/she properly executes this task then TASK 071-311-2025 "Maintain an M16A2 Rifle" and all related tasks are complete and the CTT matrix is annotated with GO/NO-GO and the date.

2). The CTT matrix is available in the orderly room for distribution on computer disk or printed format.

c. Field Expedient Squad Book. This tool will be used to track critical MOS tasks that are required to successfully accomplish tasks that link to the battery METL.

1). A Field Expedient Squad book DA Form 5165-R (Figure 1) will be kept on all soldiers, this information will be tracked and updated in the same manner as the CTT matrix.

2). FormFlow has the blank form and task information will come from the MOS Soldier's Manual for each specific MOS. For example: STP 44-14E25-SM-TG SOLDIER'S MANUAL AND TRAINERS GUIDE MOS 14E PATRIOT FIRE CONTROL ENHANCED OPERATOR /MAINTAINER SKILLS LEVELS 2/3/4/5 contains all related MOS critical tasks for 14E soldiers. If a certain STP does not exist, supervisors will develop tasks that the soldier must be able to perform to accomplish the mission in garrison and in a field environment.

d. TC 22-6 The Noncommissioned Officers Guide (request through pubs if not on-hand)

e. SGTs Time training schedule for the this week and next week

f. Personal data of all assigned solders within his/her control (on hand in the orderly room)

g. This week and next weeks training schedules

h. Battery METL

i. Battery and Battalion Mission statement

AETV-GW-XX-XX
SUBJECT: Leader's Books

9. If properly maintained the Leaders Book will be a valuable tool in the training and tracking of tasks that each soldier must perform to be successful in completing the battery mission.

XXXXXXXXXXXX
First Sergeant, USA

AETV-GW-XX-XX
 SUBJECT: Leader's Books

Leader Book Common Task Training Log				Skill Level 1	
Name		Battery	Platoon	Supervisor	
Task Number	Task Title	Training Location	Sustainment Training	Put the Date In the GO/NO GO Box	
Handle Remains				GO	NO GO
101-515-1997	Inter Isolated Remains (After Receiving Authorization)	Unit	Semi-Annual		
101-515-1998	Evacuate Isolated Remains	Unit	Semi-Annual		
101-515-1999	Recover Isolated Remains	Unit	Semi-Annual		
Customs and Laws of War					
181-101-1013	Comply with the Uniform Code of Military Justice (UCMJ)	BCT/OSUT/Unit	Quarterly		
181-105-1001	Comply with the laws of war and the Geneva and Hague conventions.	BCT/OSUT/Unit	Annually		
224-176-1425	Interact with the news media.	Unit	Annually		
331-202-1049	Comply with requirements of the Code of Conduct	BCT/OSUT/Unit	Annually		
Protect Against NBC Attack					
031-503-1013	Decontaminate Yourself And Individual Equipment Using Chemical Decontamination Kits.	BCT/OSUT/Unit	Quarterly		
031-503-1015	Protect Yourself And Others From NBC Injury / Contamination With The Appropriate Mission Oriented Protective Posture (MOPP).	BCT/OSUT/Unit	Quarterly		
031-503-1017	Respond to Depleted Uranium	Unit	Semi-Annually		
031-503-1018	React to Nuclear Hazard or Attack.	BCT/OSUT/Unit	Quarterly		
031-503-1019	React to Chemical or Biological Hazard or Attack.	BCT/OSUT/Unit	Quarterly		
031-503-1035	Protect Yourself From Chemical / Biological Contamination Using Your Assigned Protective Mask.	BCT/OSUT/Unit	Quarterly		
031-503-1036	Maintain Your Assigned Protective Mask.	BCT/OSUT/Unit	Quarterly		
031-503-1037	Detect Chemical Agents Using M8 or M9 Detector Paper.	BCT/OSUT/Unit	Quarterly		
052-191-1361	Camouflage Yourself and Your Individual Equipment.	BCT/OSUT/Unit	Quarterly		
052-191-1362	Camouflage equipment.	BCT/OSUT/Unit	Quarterly		
Crowd Control					
191-376-4119	Operate Riot Control Agent Dispensers	Unit	Annually		
191-376-4121	Use a Riot Baton	Unit	Annually		
191-376-4122	Position Yourself in Riot Control Formations	Unit	Annually		
Hand Grenades & Land Mines					
052-192-1135	Locate mines by probing.	BCT/OSUT/Unit	Semi-Annually		
071-325-4401	Perform Safety Checks On Hand Grenades	BCT/OSUT/Unit	Annually		