Innovations in Training Management

TRAINING MANAGEMENT DIRECTORATE, COMBINED ARMS CENTER-TRAINING

Over the last several years, the Training Management Directorate (TMD) has introduced several innovations to improve accessibility to (and usefulness of) digital training records and planning tools in the Digital Training Management System (DTMS).

Digital Job Book

The Digital Job Book (DJB) was introduced to provide Soldiers access to their training and qualification information. The DJB provides Soldiers the ability to select between seven tabs (Physical Training/Weapons Qualification/Training Schedules/Army Warrior Tasks [AWT]/Individual Critical Task List [ICTL]/Expert Badge/Tasks) to view their individual training data that's been recorded in DTMS. This "read only" function enables Soldiers to verify their training information for accuracy and eliminates the requirement for Soldiers to hand-carry training records when moving to a new unit.

In 2020, TMD made the DJB accessible using personal computers as well as mobile devices with a username and password. Soldiers can review their training records anywhere they have access to an internet connection, not just from a CAC-enabled computer.

Figure 1 — Example Digital Job Book Screen

Small Unit Leader Tool

The Small Unit Leader Tool (SULT) is available for junior leaders to easily view and update the training status of their assigned Soldiers. When given the proper permissions and having the right subordinate personnel aligned to the leader by the unit's DTMS manager, the SULT provides company-level and below leaders the ability to manage and update their subordinate's training, qualification, and readiness data. The training data that is recorded in the SULT automatically populates in DTMS, which not only informs their command of the small unit's training status but also shares the training information to other Army authoritative systems. The SULT helps leaders manage Soldier training and ensures the Soldiers' records are up to date.

The SULT provides first-line leaders the ability to record training data for each individual or en masse for their team/squad. The tool provides visibility for course registrations (Army Training Requirements and Resource System [ATRRS] courses their Soldiers are scheduled to attend), and tabs for record mass Army Combat Fitness Test (ACFT), height and weight, weapons assignment and qualification, ICTL, tasks, Army Warrior Tasks, and expert badge. Leaders can also easily export a subordinate's training and qualification information into an Excel workbook that allows users to save, filter, or print the Soldier's last training data.

Figure 2 — Example Small Unit Leader Tool Screen

Digital Jump Record

The automated Jump Record tab in DTMS is an excellent example of effective collaboration between the operational force and TMD. In less than six months, this teaming approach took the airborne unit requirement from a concept to an initial fielded solution available to Soldiers. This type of direct collaboration with input from the field enables the Army to quickly evolve and adapt to the needs of the warfighter.

The Jump Record tab in DTMS mirrors the DA Form 1307 that is familiar to Airborne Soldiers with drop-down menus to make data input easier. The menus include inputs for the drop zone, jumpmaster duties, type of jump, aircraft, parachute, and jump date. The Jump Record tab provides a detailed digital record for individual Soldiers that can follow them throughout their career.

Figure 3 — Example Digital Jump Record Screen

Expert Badge Tab

In October 2021, the U.S. Army Training and Doctrine Command (TRADOC) and Combined Arms Center (CAC) command sergeants major asked for the DJB and the SULT to be enhanced to allow Soldiers to view individual tasks associated with preparation for a proponent expert badge (Expert Infantryman Badge, Expert Field Medical Badge, Expert Soldier Badge). Additionally, the senior enlisted Soldiers wanted to allow leaders to record task training evaluations associated with the expert badges in the system. Within six months, TMD developed an Expert Badge Tab for the DJB and SULT that Soldiers can access on personal devices (computer, tablet, phone). Soldiers and leaders can enter informal task evaluations during the train-up period and track test preparation prior to the actual badge testing event.

The SULT dashboard includes a column displaying expert badge percentage complete for the members of the unit. A Soldier's completion percentage is hyperlinked to a detailed view of that individual's training status and allows input of expert badge evaluations based on the Soldier's primary Military Occupational Specialty (MOS).

The view defaults to the first lane in the expert badge testing list, but leaders can select other lanes using a drop-down menu selection. Leaders record task evaluations (Go or No Go) for their Soldiers and save the results into the Soldiers' training records.

The Army Training Network (ATN) also designed a page dedicated to expert badge training information. The ATN website provides a single point of entry, allowing Soldiers and leaders to find proponent expert badge regulatory guidance, training support packages, and suggested training/testing timelines. The ATN page does not reproduce or replace the proponent pages for each badge.

Figure 4 — Example Expert Badge Task Completion Screen

Long-Range Planning Tool (LRPT)

The LRPT enables brigade, battalion, and company/troop/battery leaders to plan and schedule prioritized collective tasks using proponent-developed and approved Combined Arms Training Strategies (CATS). Many users are unfamiliar with and have limited experience in using CATS for planning. The LRPT helps simplify the search for training events to achieve required proficiency levels in mission-essential tasks, weapons qualification, and collective live-fire tasks. Starting with their prioritized tasks, units select events in a progressive (crawl-walk-run) methodology. Companies, platoons, and squads can select tasks using the same unit task list and add training events to the company calendar.

Part of the flexibility of the LRPT is the ability to edit the calendar using a simple drag-and-drop capability. Users can add, delete, or move events prior to obtaining calendar approval. Additionally, the LRPT allows users to create and save multiple plans, allowing the ability to create multiple courses of action to brief to the commander for decision and to modify calendars if the commander chooses to blend courses of action. The unit publishes the plan and the calendar as training guidance once the commander two levels up approves the training plan and the training calendar.
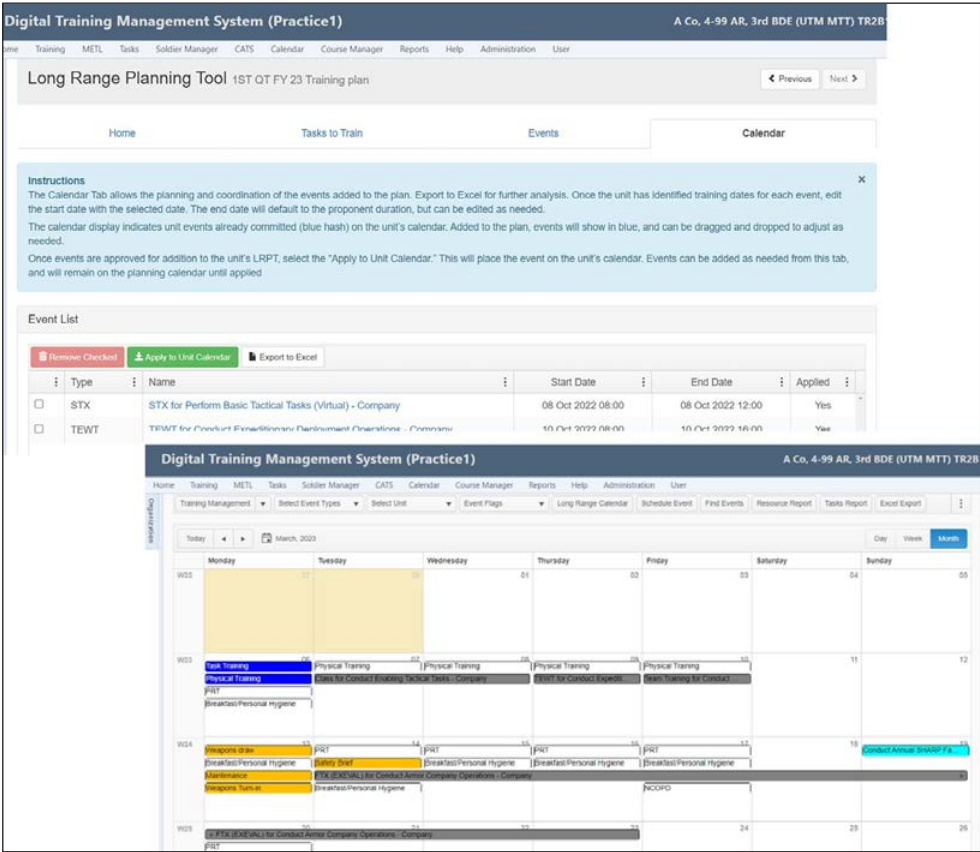

Figure 5 — Example Long-Range Planning Tool Screen

Unit Training Management MTT Available

The Unit Training Management (UTM) Mobile Training Team (MTT) can provide support to brigade and below organizations. The UTM MTT provides a three- to four-day training management seminar focused on FM 7-0. The team will work with unit leadership to customize the experience based on unit type and the commander's training goals. Team members will then conduct a series of leader discussions on training management and hands-on workshops designed to help the unit build "Battle Tasks" for platoon and below formations, including the identification of critical individual tasks that support the commander's training prioritization. The team will provide an introduction to the Army Training Management System (Army Training Network, Combined Arms Training Strategies, and Digital Training Management System) as well as practical exercises focused on enabling unit commanders to effectively plan mission-essential task list (METL)-based training for their unit. Participation of unit leadership at the battalion or brigade level (commander, command sergeant major, executive officer, S3, S3 NCOIC, company commanders, first sergeants, staff, and other unit leaders) is required for a UTM seminar. We encourage platoon leaders and platoon sergeants to also participate. Requests must be received a minimum of 90 days out from the date of training. The team can also provide assistance over the phone, through video teleconference, Microsoft Teams, and email as required.

For more information, go to: https://atn.army.mil/unit-training-management-(utm)/unit-training-management-(utm)