

UTMC NEWS

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SATS Web Site [www.satsbbs.com](http://www.satsbbs.com)

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## **SATS 4.2 IS FIELDED!!**

This issue will focus on the improvements of the recently fielded Standard Army Training System (SATS) version 4.2.

**SATS** is the Army's automated training management system for unit leaders, trainers, and training execution decision makers. As a major component of Army training automation, its purpose is to support commanders in producing a coherent, integrated training strategy and most day-to-day operations. SATS 4.2 supports the effort by automating Army training management functions for all echelons. SATS is a tool for the commander, senior trainer, and other training personnel who are in critical training decision-making positions. Although SATS is not a clerical/graphic tool that produces reports and charts, it is an automated training management support tool.

**SATS 4.2** automates most training doctrine in Field Manuals 25-100 (Training the Force), 25-101 (Battle Focus Training), and 100-5 (Operations). SATS 4.2 supports training development and scheduling down to company and squad level. It produces training strategies, calendars, plans, Operational Tempo (OPTEMPO) and other resource requirements, training schedules, evaluations, assessments and provides the capability to roll up training information through brigade level. To better understand SATS, *consider the following*:

A battalion commander enters his office after a good PT session, opens up his e-mail and filters through his messages. He feels good after being in the field for 20 days and is eager to get back to the business at hand. He opens the automated training management system, knowing that reviewing his unit's profile should be one of the first things he should do. Checking his weekly training schedule, he finds a training meeting scheduled for the following day. He opens his unit Assessment report to see where the unit stands for the rest

of the year. He views the latest T/P/Us and notes made at that time. Then he switches to the Evaluation module, opens the T&EOs completed by the Observer Controllers for these two tasks and reads through the "GO-NO/GOs" and evaluator's comments. Noticing the shortfalls are related to a mission supported by one of his battalion's separate companies, he clicks to open the unit's training calendar and views the training plan and activities that the commander sent via e-mail yesterday. He sees that several training events scheduled over the next 60 days are associated with an upcoming major FTX. He clicks the mouse again to see the planned training strategy for these events and makes the appropriate task additions with his commander's guidance notes attached. He exports these changes, closes the automated training management program, and performs an "Alt-Tab" stroke back into e-mail. He sends a note to the company commander, with a copy to the S3, telling him to review the changes and to be ready to discuss them and any possible alternatives. The company commander reads the e-mail and then imports the plan into his automated training management program. After a review of the changes, he clicks on an earlier training event that included these two tasks. Reviewing the resource tables, he finds that the cost add-ons to the planned events will exceed his allocated funds. Two more clicks show his list of potential training opportunities and finds that these two tasks can be trained in CCTT. Another click brings up his unit's Combined Arms Training Strategy recommending use of CCTT as a highly rated alternative training means for these tasks. Making a short call to the simulation center to schedule time, the commander adds this to his calendar and sends the updated plan back to the battalion S3 for review before lunch. All is ready for the next day's meeting.

Sounds futuristic? It's not! In the amount time it takes to read this article, you can perform the same actions today in **SATS 4.2**.

<b>CONTENTS:</b>	PG
SATS 4.2 IS FIELDLED (a review of the SATS 4.2 capabilities and support products and services).....	1-3
SATS Courtesy Inspection Checklist.....	4
Attachments for use:	
SATS 4.2 Reports List.....	4
SATS MTT Request Forms.....	5-7
SATS and TFM Fact Sheets.....	8-9
SATS Courtesy Inspection Checklist.....	10-14
SATS TRUSS Form.....	15

*'Go to the SATS website for updates or new information'*

**ABOUT THIS UTMC NEWS PUBLICATION**

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**UTMC NEWS** is an official Training and Doctrine Command publication published twice yearly under the supervision of the Army Training Support Center, Fort Eustis, Virginia. Its mission is to provide timely information on SATS developments and issues raised by Active and Reserve Component SATS users.

Articles and items related to UTMC NEWS are invited. Direct communication is authorized to: Editor, UTMC NEWS, USATSC, ATTN: ATIC-TISU, Fort Eustis, VA 23604-5166, DSN 927-7001, x 6504, (757) 878-7001 or FAX (757) 878-4885.

Opinions expressed in this publication are not necessarily those of the Department of the Army, Training and Doctrine Command, or Commander, ATSC. Material submitted for publication is subject to edit by the UTMC NEWS staff. Use of the third person pronoun "he" and any of its forms is intended to include both masculine and feminine genders.

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**UTMC NEWS** is available free to Active, Reserve, and National Guard units through Major Commands and installation SATS points of contact (POC).

and Reserve Component units worldwide. Testing and validation of version 4.2 involved 300+ Active and Reserve Component personnel over a 6+ month period in more than 40 units. SATS 4.2 was also field Beta tested by the 172<sup>nd</sup> IN (Alaska), the NC Army National Guard, 7<sup>th</sup> ATC (Vilseck, Germany), and Fort Lewis, WA. Feedback was very positive on not only the vastly improved user friendliness, but also the additional preformatted reports and viewing options. (See the attached reports list).

**A**ll SATS 4.2 distribution is coordinated through the SATS Trainer's Unit Support System (TRUSS) network of POCs. Battalion level or higher Commanders should identify a Point of Contact (POC) within their training, plans, and/or operations section to oversee, implement, and monitor SATS 4.2 within their command. To request, be added to, or check on a previous TRUSS application, the appropriate POC should contact Mr. Schmitt at (757) 878-7001, ext. 6531, DSN 927 (See attached TRUSS form)

**E**ach SATS 4.2 user deployment package includes the SATS 4.2 software, a tutorial, on-line help, an observer/controller Training Feedback Module (TFM), a CD-ROM with a brief summary of collective and individual task data, and users' manuals. Eight copies of the software will be provided to each battalion-size unit. SATS 4.2 is Army "share-ware" and can be installed on as many PCs as necessary from one single copy.

**B**rigade Set Fielding is the newest method for training SATS. The biggest problem facing previous SATS versions was the lack of understanding (by unit leaders) of the many SATS capabilities. Pulling a commander or senior trainer for a 40-hour class to learn SATS disrupts the entire unit. This new format streamlines the process by reducing training to 2-3 days per group (Bde/B, then Co/Plt), thus reducing turbulence in units. This method also uses unit specific, real-time training information to train on, giving units a turnkey database upon completion so immediate use of SATS is available. This is a full 2-week plan with pre-training coordination for unit data.

**T**he Army Training Support Center hopes to rectify this situation by attempting to field and train SATS in Brigade Sets. The SATS mobile training team (MTT) will arrive on location with the software and trainers necessary to train all

**T**he Summer 01 distribution of SATS 4.2 will be over 13,000 copies of the software going to Active

echelons and leave the units with actual unit data in a startup database. For more information on SATS MTT, contact Mr. Schmitt at (757) 878-7001, ext. 6531, DSN 927, or the SATS Help Desk at 1-800-201-7287, DSN 927-4744. (See attached documents to request SATS training and go to the SATS website to download the training options manual.)

**S**o, what's new in SATS 4.2? Some of the many changes and improvements you will find are:

- A tree view (Windows Explorer type) look to simplify navigation
- Undo and Spell Check on text windows
- Automatic Superior/subordinate relationship builds
- Build/modify tasks not in MTP as needed
- Encrypted and case sensitive passwords
- Module Level access restriction
- Expanded Unit Training Strategy capabilities
- Use of Combined Arms Training Strategy (CATS) templates
- Exportable Plans (to Microsoft Outlook, Calendar Creator, etc.)
- Exportable Weekly Training Schedules and Schedule Highlights
- Monthly Training Schedules (for ARNG/USAR units)
- Feedback to MTP/STP developers at Proponent schools
- Import of Modification Table of Organization and Equipment (MTOE) with Cost Factors for resourcing
- Database Backup and Restore capability
- Improved Quarterly Training Briefing (QTB) Generator
- Improved Training Feedback Module (TFM) for automated evaluations are:
  - Build tasks "on the fly"
  - Modify tasks for evaluation if needed.
  - Create Opposing Forces (OPFOR) plan/teams.
  - Rules of Engagement (ROE) template.
  - Feedback to school proponents (ASAT)
  - Feedback to Center for Army Lessons Learned (CALLCOM)
  - Feedback on Evaluations to SATS
  - After Action Report generator.

**S**ATS 4.2 users have the capability to download digital data from the Reimer Digital Library Data Repository (RDLDR) at <http://155.217.58.100/dr/>. Training-related information such as Mission

Training Plans (MTPs), Soldier Training Publications (STPs), Military Tables of Organization Equipment (MTOE), etc., can be downloaded directly from the RDL into the SATS 4.2 program. MTPs, STPs, MTOE, CATS, and Class V data are also packaged as part of the SATS 4.2 software materials. These items are digitized from the current published Department of Army manuals and captured in a relational data base structure for use by SATS Users. (**NOTE:** While the RDLDR SATS site is under construction, MTP, MTOE and other information will be located on the SATS website for downloads of new products published after those listed in the SATS 4.2 Source Data CD.)

**Y**ou can get more information on SATS 4.2 by signing on to the SATS home page at ([www.satsbbs.com](http://www.satsbbs.com)), or the ATSC home page (for access to a variety of other sites) at (<http://155.217.20.99/atschome.htm>), or by calling the SATS Help Desk at 1-800-201-7287 or DSN 927-4744. The SATS Help Desk is operational from 0800 – 1700 EST. If calling outside of these hours, please leave a message and someone will return your call the next business day.

**P**lanned follow-on version of SATS (to be named the Unit Training Management Configuration-UTMC), will continue to incorporate new features as well as expand current capabilities. Incorporation of these features will be made as other initiatives and systems mature and are capable of providing required data. Ultimately UTMC will be fully integrated into Army automation and communication architecture. It will provide on-line, real-time access to the most up-to-date doctrinal training information in a holistic client server environment with roll up/down capability with HQDA level agencies.

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### TRAINING MANAGEMENT CHECKLIST

**I**ncluded in this newsletter is an inspection checklist for units to use as a starting point to check on training management in units. This checklist was derived from one provided by V Corps G3, John Bales. You are encouraged to copy this form or download it from our website and further modify it for your use.

**Thanks, John**

## SATS 4.2 REPORTS LIST

Ammunition Authorization	Event Class V Resource Projection and Expenditure Detail	Monthly Budget Expenditure
Approved ECTL	Event Detail	Monthly Budget Projected Requirements
Approved METL	Event Group	Monthly OPTEMPO Expenditure
Approved METL/ECTL	Event Resourcing Worksheet	Monthly OPTEMPO Projected Requirements
Assessment Matrix	Event Type Composite Without Cost Factors	Monthly Training Schedule
Battle Task	Event Type Coordination Detail for Target Audience Unit	MTOE/TDA Summary
Battle Task/Supported Task Assessment	Event Type Coordination Detail for Target Audience Unit	MTP Collective Task to Mission Matrix
BOS/AUTL Assessment	Event Type Coordination Detail Summary	OPTEMPO Authorization
BSC Allocation	Event Type LIN Based Ammunition for Target Audience Unit	OPTEMPO/Ammo Authorizations
BSC Default	Event Type LIN Based Ammunition Summary	Plan Descriptions
CATS Calendar	Event Type List	Plan Descriptions Summary
CATS Collective Gates	Event Type Missions and Tasks for Target Audience Unit	Planning Calendar
CATS Collective Task to Action Frequencies	Event Type Missions and Tasks Summary	Planning
CATS Drill Gates	Event Type OPTEMPO for Target Audience Unit	Prior METL/ECTL
CATS Gates	Event Type OPTEMPO Summary	Programmed/Authorized Funds
CATS Individual Gates	Event Type OPTEMPO With Cost Factors for Target Audience Unit	Quarterly Ammunition Status
CATS Matrix	Event Type OPTEMPO With Cost Factors Summary	Quarterly Budget Status
CATS Resource	Event Type TADSS for Target Audience Unit	Quarterly OPTEMPO Status
CATS Task to Event	Event Type TADSS Summary	Request for Approval
CATS View by METL Task	Event Type Worksheet	Request for ECTL Approval
CATS View by METL Task	Event Worksheet	Request for METL Approval
Collective Task Evaluation	Execution Matrix	Resourcing Projections
Class I Resource Detail	Execution Matrix/TADSS	SATS Force Structure
Class II Resource Detail	External Report Viewer	SATS Unit
Class III Resource	Federal Holiday	Soldier or Leader Task Evaluation Worksheet
Class IV Resource Detail	Funds Authorization	Summary Execution Matrix
Class IX Resource Detail	Funds Program Analysis	TADSS
Class Other Resource Detail	Garrison	TADSS Summary
Class V LIN DODIC Resource	Holiday	TEO w/Supported Missions
Class V Non-LIN DODIC Resource	Horizon	Training and Evaluation Outline
Class V Resource Detail	Hours/Miles Allocation	Training Events
Class VI Resource Detail	Hours/Miles Expenditure Summary	Training Objective
Class VII Resource Detail	Hours/Miles Expenditures by LIN	Training Schedule Setup Options
Class VIII Resource Detail	Individual Task Summary	Uniform
Class X Resource Detail	Individual User	Unit Class V Allocation
Collective Task Evaluation	METL Approval	Unit Holiday
Coordination Schedule	METL/ECTL Development	Unit MARKS Numbers
Current METL/ECTL	METL/ECTL Essential Soldier Task List	Unit Training Cycles
Default MARKS Numbers	Mission Assessment	Unit Training Strategy
Dollar Expenditure for FY	Monthly Ammunition Expenditure	Unit Users
ECTL Approval	Monthly Ammunition Projected Requirements	Unit Training Cycles
ECTL Worksheet		Unit Training Strategy
Essential Soldier Task List		Unit Users
Essential Soldier Task Worksheet , Common Task		User Maintenance
Essential Soldier Task Worksheet , MOS		View METL/ECTL s Button
Essential Soldier Task Worksheet , OFS		Weekly Training Highlights with Notes
Evaluation Training Objective		Weekly Training Highlights
Event Class III Resource Projection and Expenditure Detail		Weekly Training Schedule
Event Class IX Resource Projection and Expenditure Detail		Worksheet

Standard Army Training System (SATS)  
Training Course  
**POINT OF CONTACT CHECKLIST**  
Revised 01 January 2001  
SATS 4.2 TRAINING OPTION\* (1) (2) (3)

**The POC at the receiving installation/state must:**

- \_\_\_\_\_ Agree to act as installation/school/armory/center point of contact (POC) for SATS training. The POC will be responsible for coordinating SATS scheduling, training, program sustainment, and feedback.
- \_\_\_\_\_ Ensure that the letter at enclosure 1 is signed by a Field Grade officer or DA civilian equivalent and FAXed to the two following locations:
- The current SATS Training Manager, Mr. Paul Schmitt at (757) 878-4885, DSN 927.
  - The SATS MTT Office at commercial (757) 896-0900, ATTN: Mr. Masoero or Mrs. Cassell
  - Questions may be e-mailed to Mr. Schmitt at [schmittp@atsc.army.mil](mailto:schmittp@atsc.army.mil), or call (757) 878-7001, ext. 6531, DSN 927.
- \_\_\_\_\_ Identify/control the number of students attending each one-week course. The course minimum per week is 20 students. The course maximum is 30 students.
- \_\_\_\_\_ Ensure that students are excused and free of all duty requirements while attending the SATS training course. This includes, but is not limited to, duty rosters, scheduled/unscheduled meetings, formations, boards, unit runs, etc.
- \_\_\_\_\_ Ensure that all students are involved in the planning/management of unit training, are of a grade and experience that makes them capable of training others, and possess some degree of computer expertise since the SATS application software program is Windows based. All of the above criteria are student prerequisites for attendance at the SATS training course.
- \_\_\_\_\_ Identify the method the SATS training team must use to contact the POC upon the team's arrival at the host activity location (phone numbers of the POC, Staff duty officer, etc.) The training team should be provided access to the training site the day before training is to start. A DOIM representative should be available to meet with the team before training starts to assure that all computers are working satisfactorily. The DOIM representative must ensure that all System files are accessible to assure the program will function properly.
- \_\_\_\_\_ Ensure that FAX, telephone, reproduction and typing facilities are available for use by both the POC and SATS training team.
- \_\_\_\_\_ Establish a training start time that is consistent with post, camp, or station SOPs. The daily schedule will occupy a full eight-hour day with 1-1.5 hours for lunch.

The POC must also ensure that the following Facility/Equipment requirements are met.

- \_\_\_\_\_ The room is large enough for students, computers, tables and chairs, projector and other necessary equipment.

- \_\_\_\_\_ The room has adequate lighting, and that lights may be dimmed so that projected computer images are visible.
- \_\_\_\_\_ There is adequate electrical service for computers, monitors, projector, and printers. A computer (3.5 amps) with monitor ((2.0 amps) and printer (7.6 amps) has a 13 amp +/- load. An incandescent bulb projector requires 3.5 amps.
- \_\_\_\_\_ There is an “In Focus”, Epson or equivalent projector with spare bulbs and projection screen. If none is available, arrange for the teaching team to bring a projector.
- \_\_\_\_\_ All computers are IBM compatible with a minimum of 100 MB of free storage space on the hard disk drive. A minimum of 32 MB of random access memory (RAM) is required for Windows 95/98 computers (64MB of RAM for Windows NT/2000). A compact disk drive (CD-ROM) is necessary. These minimums and the required compact disk drive are absolute requirements for training SATS. The class cannot be taught if the above three parameters are not met.
- \_\_\_\_\_ Computers have an operating system of either Windows 95/98/2000, or Windows NT.
- \_\_\_\_\_ There are at least 2 printers per class of 20-30 students. Remember to factor the wattage requirements of these machines into the total electrical load to be placed on the classroom circuits. Laser printers are preferred.

*Remember, ALL students must have read, write, and system file (registry) access, especially for Windows NT machines. If they do not, they will not be able to work in SATS data or load SATS files.*

#### **\*Training Options**

- Option 1:** This training option is only appropriate for organizations fully invested in the use of SATS as their base for unit training management. This training is designed to accelerate the proficiency of new personnel to the level of others already proficient in SATS. [40 hours of instruction.]
- Option 2:** This training option is the most appropriate for any organizations regardless of level of SATS use. This option will provide the most efficient methods of educating both Leaders/Trainers and SATS operators for the purpose of initializing SATS as their base for unit training management. [40 hours of instruction plus briefings to other leaders and trainers not attending the class (Commanders, Sr NCOs)]
- Option 3:** This new Brigade Set Fielding training option is the most appropriate for organizations with little or no internal use of SATS. This option will provide the most extensive methods of educating both Leaders/Trainers and SATS operators for the purpose of monitoring the initialization of SATS in units through desk side assistance. It uses actual unit training information and provides a turn-key SATS database for immediate unit use. [A combination of Options 1 & 2 with specific duty training and unit desk side start up assistance]

**SATS TRAINING REQUEST MEMORANDUM**

**Commander United States Army Training Support Center  
ATTN: ATIC-TISU,  
Bldg. 3308, Fort Eustis VA 23604**

**Subject: Standard Army Training System (SATS) 4.2 Training**

I (we) understand that a Mobile Training Team sponsored by the Army Training Support Center will provide training for soldiers and command-authorized civilians at (Location)\_\_\_\_\_ on (Date)\_\_\_\_\_. ATSC will provide two MTT visits per unit/location free of charge if the conditions below are met. Additional training may be provided at our unit's expense.

The support requirements for SATS training have been arranged, specifically:

1. The class will contain NO LESS than 20 and no more than 30 students per week. Each student will have read/write privileges, able to write to registry, and be equipped with a computer having a minimum of 32 megabytes of RAM (64 for Windows NT) and 100 megabytes of available storage space on the computer hard drive. There will be at least 2 printers per class. I (we) understand that the class can not be taught if these three parameters are not met.
2. The classroom has been confirmed as room # \_\_\_\_\_ of building # \_\_\_\_\_ and will accommodate 20-30 students, computers, printers, projection equipment, and other items common to classrooms.
3. All students will be excused from all duties requiring their absence from the classroom for the full week of instruction. This includes, duty rosters, meetings, formations, etc.
4. All students will possess some experience with computers, and will be currently involved in the preparation, management, and conduct of training. Students will also be capable of training others when they complete the class.
5. This organization's point of contact (Name)\_\_\_\_\_ will arrange to meet with the SATS training team before instruction begins. Command and Staff emphasis will be applied to assure the proper training environment and student head-count as outlined in the point of contact checklist and this letter exist.
6. Administrative support, that is, typing, photo-reproduction, telecommunications, etc. will be provided by the host organization to the SATS training team during the team's stay.

The designated SATS point of contact will assure that this letter, signed by a field grade officer or DA civilian equivalent is FAXed to the SATS Training Manager at commercial (757) 878-4885 or DSN 927, with a copy to the SATS MTT Office at (757) 896-0900.

I (we) certify that this training will meet the support requirements stated above. ( )

This unit cannot meet the support requirements stated above, and we elect to pay for the training (\$2.5K/week CONUS, \$5K/week OCONUS). ( )

Printed/Typed Name \_\_\_\_\_

Rank/Position \_\_\_\_\_  
(Must be Field Grade or civilian equivalent (GS 11))

Signature \_\_\_\_\_

## FACT SHEET

1 May 2001

**SUBJECT: Standard Army Training System (SATS)****FACTS:**

1. **SATS is the Army's automated unit training management system for units. SATS harnesses the power of the computer and automates training doctrine in FM 25-100 (Training the Force), FM 25-101 (Battle Focus Training), and FM 100-5 (Operations). SATS supports: training development and scheduling down to company and squad level; produces training schedules, calendars, plans, resource requirements, readiness reports; allows roll up through Brigade staff level; incorporates data sharing with other systems; balances training events, plans and resources prior to training execution; identifies paths to accomplish training goals so that units can go through what if drills to include usage of the Combined Arms Training Strategies (CATS-project recommended events to be trained, proposed tasks to be trained, and main OPTEMPO usage rates), land, ranges and other training facilities, and resources at installation level.**
2. **Following over 6 months of testing and validation, SATS version 4.0 software development was completed 29 Dec 95 and was distributed to active and reserve units Armywide. Testing and validation involved 300+ active and reserve component personnel from over 40 units comprised of Brigade, Battalion, and company commanders and Trainers from Combat Arms, Combat Support, and Combat Service Support units from CONUS and OCONUS commands. Units that were part of the Combined Arms Training Strategy (CATS) top ten pacing OPTEMPO Battalions were also represented. SATS was beta tested at Fort Bragg, NC; Fort Eustis, VA; and Fort Lewis, WA. Feedback was very positive.**
3. **SATS 4.1 was completed Dec 97 with initial fielding completed early Mar 98 and 18,000 copies distributed to date to units and proponent training centers.. SATS 4.1 includes a Training Support Package model, greatly expanded Training Feedback module designed to support OCs, enhancements in all modules and functionality to include greatly expanded resourcing functionality in a running checkbook format.**
4. **SATS 4.2 is being fielded. Enhancements include a completely new user interface, import and use of new CATS, expanded resourcing to include the first Class V (Ammo/ Pyrotechnics), and multi profile training schedules. New exports include task data back to proponents, TFM exports to Center of Army Lessons Learned, and HQDA for BLTM/TRM Army budgeting analysis. The TFM 4.2 will also provide for the same task exports (see TFM Fact Sheet).**
5. **Each SATS user deployment package includes the SATS software, a tutorial, on-line help, an observer/controller training feedback module, a CD-ROM with a compendium of all collective and individual task data, resource data from the cost factor handbook and STRAC, maps, and users manuals. All distribution is coordinated through the SATS Trainer's Unit Support System (TRUSS) network of Points of Contact (POC).**
6. **TRUSS is a network of POCs designed to assist the commander with the internal management of SATS. TRUSS POCs are normally those individuals routinely involved in training management in the unit. No additional personnel resources should be required. For the purpose of this initial fielding, the TRUSS POC will be at Battalion level (i.e., S3 office). Once fielding is expanded Armywide, the TRUSS POC is expected to be elevated to Brigade level.**
7. **Initial analysis is being conducted to develop a totally new "methodology" to incorporate all the available training management requirements for all three Army components. This initial analysis is approximately 70% complete as of Jan 01. This new type of system will be user profile specific delivering the correct software functionality with the correct type and amount of training information through a global accessed network.**

## FACT SHEET

1 May 2000

**SUBJECT: Standard Army Training System (SATS) Training Feedback Module (TFM)**

**FACTS:**

The Training Feedback Module (TFM) is a software tool which provides support for task-based training evaluation. It is part of the SATS suite of automated training support tools. By using the Training Feedback Module unit Evaluators are able to record and store the results of collective training evaluations. These collective task training evaluation results are available for unit commander's review and use when conducting a unit training assessment, and for feedback to be used in the refinement of their unit training strategies and training plans. The database of collective task training evaluation results are also available to the Center for Army Lesson Learned (CALL) located at Fort Leavenworth, KS, to develop training trends throughout the entire Army. Event execution matrices and other event data are imported to the TFM Module from the Standard Army Training System (SATS 4.2) by means of the Import/Export function of the module. Completed evaluations are exported back to the SATS 4.2 program through the same Import/Export function.

The TFM Module also has the capability of importing tasks from the Reimer Digital Library (RDL), thus giving the module the ability to import tasks that may not be present in a unit's execution matrices. This manual also covers the creation of non-doctrinal tasks or the editing of doctrinal tasks which may then be evaluated in addition to the tasks in a unit's execution matrix.

Once completed, an After Action Review (ARR) Module will develop a series of slides to be used by an evaluator or unit commander in conducting an event After Action Review.

The Training Feedback Module produces several reports for use prior, during and after the training event. These reports may be used by the evaluator or unit commander in preparation for the event, as well as evaluation feedback after the event.

The TFM 4.2 software system is divided into a number of modules.

*System Administration* - Allows the system administrator to build evaluator profiles, develop evaluation teams, develop individual evaluators and assign password and access rights. The Event Plan Development itself is carried out within the framework of this module.

*Task Editor* - This module allows a task to be developed from scratch. It also gives the user the ability to edit an existing documented task. When a documented task is copied and edited, this module will assign a TFM generated task number to the new task. This new task is then considered a non-documented task. The original documented task, which has been copied or edited, remains unmodified.

*Import/Export* - The module which allows the system to import execution matrices from the Standard Army Training System (SATS 4.2). Tasks may be imported from the RDL web-site to be used in conjunction with or apart from a SATS imported execution matrix. This module allows senior evaluators to export pre-evaluation data sets to subordinate evaluators operating on separate computers and to import completed evaluations back. It also gives the user the ability to export completed data back to SATS 4.2 and CALLCOMS.

*Task Evaluation* - The strategy for the evaluation as well as the synchronization matrix for both the BLUFOR and OPFOR are developed in the Task Evaluation module. This module contains the actual task evaluation expressed in a T&EO format and the performance measures utilizing a Go NoGo rating for each of the steps and the overall task. Comments and performance measures may be entered for both the overall task as well as each step in the collective task.

*Reports* - This module is used in conjunction with all of the foregoing modules to produce the reports the TFM System generates. Reports can be generated and printed directly or exported to Word or PowerPoint.

**SATS UNIT TRAINING MANAGEMENT COURTESY INSPECTION CHECKLIST**

UNIT/UIC: \_\_\_\_\_ Start Date: \_\_\_\_\_

The purpose of this checklist is NOT to evaluate the SATS software program, but IS designed to assist units in the appropriate use of SATS in support of commander's proper execution of the information requirements prescribed in FM 25-100 TRAIN THE FORCE and FM 25-101 BATTLE FOCUSED TRAINING. This checklist only describes the high level activities that if properly executed will be an indicator that the supporting activities were properly completed. SATS Resourcing modules and other related activities are not part of this checklist and should be supplemented locally for inspection purposes.

**SATS ADMINISTRATIVE/SET UP**

**1. Go / No Go. Does the Force Structure reflect the command's training management reporting chain of command.**

+SATS Tab: Force  
 +Tab Item: Force Structure  
 +Primary Report(s): SATS Unit, Force Structure  
 Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 (Notes)

**2. Go/No Go. Are SATS users properly identified by unit, provided or selected a secured password, and given access according to their assigned duties/decision making process according to FM 25-100/101?**

+SATS Tab: Security  
 +Tab Item: User Maintenance  
 +Primary Report(s): Unit Users, Individual Users

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 (Notes)

**COLLECTIVE/UNIT TASK TRAINING MANAGEMENT**

**1. Go / No Go Has the unit commander properly developed a restated mission statement? (FM 25-101, Para 2-3)**

+SATS Tab: METL/ECTL  
 +Tab Item: METL/ECTL View & Development  
 +Primary Report(s): Request for METL Approval Report

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 (Notes)

Does the restated mission statement state:

- Yes / No / NA : Who
- Yes / No / NA : What
- Yes / No / NA : Where
- Yes / No / NA : When
- Yes / No / NA : Why

Identify the sources used to develop the restated mission statement.

2. Go/No Go. Has the unit properly developed a mission essential task list (METL)? (AR 350-41, Para 3-4; FM 25-101, Ch 2)

- +SATS Tab: METL/ECTL
- +Tab Item: METL/ECTL View & Development
- +Primary Report(s): Request for METL Approval Report

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
(Notes)

Yes / No Who Is the METL based on mission, war plans, and/or external directives?

Yes / No Have conditions and standards (training objectives) been established for tasks not covered in Mission Training Plans (MTPs) and Soldier's Manuals (SMs)?

If Yes, use of the SATS Non-documented task development module is necessary:

- +SATS Tab: METL/ECTL
- +Tab Item: Non-Documented Task
- +Primary Report(s): Training & Evaluation Outline

Yes / No Does each METL task apply to the entire organization?

3. Go / No Go Has the current commander submitted the METL for approval and battle tasking of to the METL from the approving authority? (AR 350-41, Para 3-4; FM 25-101, Chap 2)

- +SATS Tab: METL/ECTL
- +Tab Item: METL/ECTL Approval
- +Primary Report(a): Approved METL Report

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
(Notes)

4. Go /No Go Has the unit selected platoon/section collective tasks to support the METL? (FM-25-101, pg. 2-8, 2-9) NOTE: Unit must produce the list of tasks one level down from parent organization. All tasks must reflect the appropriate level, i.e., platoon/section, etc.

+SATS Tab: METL/ECTL  
 +Tab Item: METL/ECTL View & Development  
 +Primary Report(s): Request for ECTL Approval Report

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 (Notes)

**5. Go / No Go** Does the yearly unit training strategy/guidance provide specific goals and training objectives including specific proficiency levels to attain for specific METL tasks? (FM 25-101, pg. 3-19; FM 25-100, pg. 3-12; AR 350-41, para 3-8) NOTE: Unit METL/ECTL assessment required as a preliminary step along with review of the appropriate Combined Arms Training Strategy (CATS) if available.

+SATS Tab: UTS (Unit Training Strategy)  
 +Tab Item: UTS Event Worksheet  
 +Primary Report(s): Unit Training Strategy Report, Event Type Report Series

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 (Notes)

**6. Go / No Go.** Are training priorities established based on the assessment of unit's METL? (FM 25-100, pg. 3-1, 3-12; FM 25-101, pg. 3-2, 3-8)

+SATS Tab: UTS (Unit Training Strategy)  
 +Tab Item: UTS Event Worksheet  
 +Primary Report(s): Unit Training Strategy Report -and-  
 +SATS Tab: Assessment  
 +Tab Item: Assessment  
 +Primary Report(s): Unit Training Assessment Report Series

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 (Notes)

**7. Go / No Go** Does the yearly training calendar reflect individual, leader, and collective tasks that support the performance of mission essential tasks? (AR 350-41, Para 3-4c, 3-5; FM 25-101, pg. 3-8, 3-25) NOTE: Individuals/leader and collective tasks must be present.

+SATS Tab: Planning  
 +Tab Item: Unit Event Scheduling  
 +Primary Report(s): Calendar, Planning and Event Series Reports-and-  
 +SATS Tab: METL/ECTL  
 +Tab Item: METL/ECTL Essential Soldier Task List  
 +Primary Report(s): Soldier/Leader Task Evaluation Worksheet

Reason:

**Solution:**

**Action Headquarters:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_  
(Notes)

**8. Go / No Go. Are task evaluations accomplished upon completion of scheduled training or as directed by the higher headquarters to reflect the current training posture: (FM 25-101, pg 5-2 w/ Fig 5-6)**

*+SATS Tab: Evaluation*

*+Tab Item: Evaluation*

*+Primary Report(s): Collective Task Evaluation-or*

*Use of SATS Commander's Training Feedback Module Collective Task Evaluation Report.*

**Reason:**

**Solution:**

**Action Headquarters:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_  
(Notes)

**9. Go/ No Go. Does the unit have training schedules inform soldiers on what is to be trained (specific enough to ensure that each soldier knows where he/she has to be) on the unit's training schedule prepared and submitted to the approval authority? (FM 25-101, Para 3-2, 3-30, Fig 3-26; AR 350-41, Table 4-7)**

*+SATS Tab: Schedules*

*+Tab Item: Weekly Training Schedules*

*+Primary Report(s): Weekly Training Schedule(s) with or without notes as required by higher headquarters.*

**Reason:**

**Solution:**

**Action Headquarters:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_  
(Notes)

**Yes / No Has the unit commander signed the training schedule?**

**Yes / No Has the unit commander submitted the training schedule for approval within the required timeframe?**

**Yes / No Do unit training schedules breakout platoon, section, etc. training events and locations, if applicable?**

**Yes / No Is the training schedule specific enough to allow first line leaders to direct their soldiers to training?**

**10. Go / No Go Do training schedules support the commander's training strategies as outlined in the YTG and/or YTC? (FM 25-101, Para 3-19, Fig. 3-24, 3-31)**

- +SATS Tab: Schedules
- +Tab Item: Weekly Training Schedules
- +Primary Report(s): Weekly Training Schedule(s) with or without notes as required by higher headquarters
- and-
- +SATS Tab: Planning
- +Tab Item: Unit Event Scheduling
- +Primary Report(s): Calendar, Planning and Event Series Reports

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
(Notes)

**11. Go / No Go** Are training meetings scheduled and conducted? (FM 25-101, pg. 3-28 thru 3-30: AR 350-41, Table 4-7)  
NOTE: Unit must produce documentation which supports training meetings are being scheduled and have been conducted.  
(Screen projection and or slide handouts)

- +SATS Tab: Planning
- +Tab Item: Unit Event Scheduling
- +Primary Report(s): Calendar, Planning and Event Series Reports
- and use of the Quarterly Training Brief Module for meeting slides

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
(Notes)

### HIGHER HEADQUARTERS RESPONSIBILITIES

**12. Go / No Go** Is the unit training information properly distributed within the chain of command to those required to approve or act upon the training directive(s) (e.g. METL and plan approval)? (FM 25-101, pg. 1-2,2)

- +SATS Tab: Import/Export (SATS and TFM)
- +Tab Item: Import/Export Window
- +Primary Report(s): None, training information transfer files to and from responsible chain of command personnel for decision or action.

Reason:

Solution:

Action Headquarters: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
(Notes)



**T R U S S**  
**Trainer's Unit Support System**

unit training management configuration  
**utmc**  
 for 21st century unit training management

**THIS TRUSS MUST BE COMPLETED FOR INITIAL OR TO UPDATE ACCOUNT INFORMATION TO RECEIVE FUTURE UPGRADES OR NEW VERSIONS OF THE STANDARD ARMY TRAINING SYSTEM (SATS) AND THE FUTURE UNIT TRAINING MANAGEMENT CONFIGURATION-UTMC (OBJECTIVE SATS)**

TRUSS is a management infrastructure, not an automated system designed to establish points of contact is to assist the commander in the managerial, logistical, and training burdens surrounding the system management, ordering, installation and sustainment of SATS. Commanders should identify an organizational element (office) within the training, plans, and/or operations section and identify individuals as primary and alternate TRUSS POCs to oversee, implement, and monitor SATS within the command. The POC should be of the appropriate grade to coordinate on behalf of the command and be full-time personnel for the reserve component. The SATS TRUSS office should be located at **INSTALLATION, DIVISION, RSC(ARCOM), TAG, OR SEPARATE BRIGADE.** Units requesting SATS subordinate to these echelons will forward their requests to those levels to be "rolled-up" and submitted. A critical consideration for the location of the TRUSS office should be one with access to Email.

To register for TRUSS, complete this form and mail to Commander, USATSC, ATTN: ATIC-TISU, Bldg. 2785 Madison Ave, Fort Eustis VA 23604, Email schmittp@atsc.army.mil or FAX to commercial 757-878-4885 or DSN 927-4885. The current SATS TRUSS Network Manager is Mr. Paul Schmitt, DSN 927-7001/Comm 757-878-7001, Ext 6531. \*UNITS WITH EMAIL SHOULD SEND A TEST MESSAGE WITH ACCOUNT # ID TO ESTABLISH AN OFFICE EMAIL LINK\*

**\*\*ALL ITEMS BELOW ARE REQUIRED OR THE FORM WILL BE RETURNED\*\***

**INITIAL ORDERS FILLED WITHIN 15-30 DAYS, NEW VERSIONS OR UPDATES FILLED UPON RELEASE DATE**

**UNIT DELIVERY INFORMATION**

(Circle 1) INITIAL or UPDATE FORM TRUSS ACCOUNT # (if updating an account) \_\_\_\_\_

FOR ACTIVE COMPONENT UNITS-YOUR ASSIGNED BRIGADE (OR EQUIVALENT): \_\_\_\_\_

FOR USAR-YOUR BDE AND RSC: \_\_\_\_\_ FOR NG-YOUR BDE AND

TAG: \_\_\_\_\_

YOUR IMMEDIATE NEXT HIGHER COMMAND: \_\_\_\_\_

YOUR LEVEL (Div, Bde, etc.) \_\_\_\_\_ YOUR COMPONENT \_\_\_\_\_ (AC/AR/NG) UNIT

UIC: \_\_\_\_\_

YOUR UNIT NAME \_\_\_\_\_

OFFICE SYMBOL \_\_\_\_\_

STREET, BLDG & ROOM # \_\_\_\_\_

CITY, STATE (OR APO) \_\_\_\_\_ 9 DIGIT ZIP \_\_\_\_\_

TELEPHONE: DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL (OFFICE EMAIL, NOT A PERSONAL-BY NAME ADDRESS IF AVAILABLE) \_\_\_\_\_

UNIT POC/ALT POC \_\_\_\_\_ / \_\_\_\_\_

\*NUMBER OF OFFICES TO USE SATS \_\_\_\_\_

COMMANDER (REPRESENTATIVE) AUTHENTICATION:

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CAPABILITIES DATA**

PC Type(s) (486, PENT, etc.) \_\_\_\_\_

Routine or daily access to a CD-ROM drive and percentage of PC with a drive (e.g., 15 & 5%) \_\_\_\_\_

If networked, configuration (Ethernet, Token Ring) and operating system (MS NT, Novell, etc.) \_\_\_\_\_

Current Internet connectivity (circle one) **YES / NO** How often is Internet used (daily/weekly, etc.) \_\_\_\_\_

**SPECIAL NOTES**

*\*Number of offices/sections only. SATS is ARMY "shareware," a personal user or individual PC set is not required.*

*\*When available, SATS 4.1 users must request and load the 4.1a Patch before loading SATS 4.2.*

*\*SATS IS DISTRIBUTED AS A SET OF CD-ROMs. The CDs contain current MTPs/STPs, SATS, associated supportive programs and User's/System Administrator's Guides. Disks can be made from the set by following the instructions.*

[1 May 2001]