

STP 34-98G14-SM-TG

SOLDIER'S MANUAL
AND
TRAINER'S GUIDE
FOR
MOS 98G
SKILL LEVELS 1, 2, 3, and 4
CRYPTOLOGIC LINGUIST

DECEMBER 2003

HEADQUARTERS DEPARTMENT OF THE ARMY

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**Soldier Training Publication
No. 34-98G14-Soldier's Manual and Trainer's
Guide**

Headquarters
Department of the Army
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for
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Contents

	<u>PAGE</u>
PREFACE	IV
Chapter 1. INTRODUCTION	1-1
1-1. General	1-1
1-2. Task Summaries	1-1
1-3. Soldier Responsibilities	1-2
1-4. NCO Self-Development and the Soldier's Manual	1-2
1-5. Training Support.....	1-2
1-6. Enlisted Personnel Management System	1-2
Chapter 2 TRAINING GUIDE	2-1
2-1. General	2-1
2-2. Subject Area Codes	2-2
2-3. Duty Position Training Requirements.....	2-3
2-4. Critical Tasks List	2-3

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*This publication supersedes STP 34-98G14-SM-TG, 1 February 1993.

Chapter 3. MOS/SKILL LEVEL TASKS3-1

Skill Level 1

Subject Area 1: Processing

301-98G-1000 Operate a Digital Audio Workstation3-1
301-98G-1001 Identify Basic Elements of Radio Wave Propagation..... 3-3
301-98G-1002 Identify Basic Characteristics of Radio Spectrum Allocation..... 3-5
301-98G-1006 Identify Major Components of Target Nation(s) Geography 3-7
301-98G-1009 Identify Major Components of Target Nation(s) Military
Order of Battle 3-9
301-SMI-6051 Manipulate Computer Files Using Basic Platform Specific
Commands 3-13

Subject Area 2: Security

301-371-1052 Protect Classified Information and Material 3-15
301-S98-1051 Destroy Classified Information and Material..... 3-26

Subject Area 3: Communications

301-98G-1101 Employ Communications Equipment 3-29

Subject Area 4: Equipment

301-98G-1150 Employ Electronic Warfare (EW) Equipment 3-32

Subject Area 6: Language Maintenance

301-98G-1350 Maintain Individual Foreign Language Proficiency to Meet
Army Standards..... 3-35

Skill Level 2

Subject Area 2: Security

301-98G-2050 Supervise Destruction of Classified information and
Material..... 3-36
301-98G-2051 Verify Proper Handling and Storage of Classified
Information by Subordinates 3-40
301-98G-2052 Receipt/Transfer Classified Material 3-44

Subject Area 3: Communications

301-98G-2100 Supervise Setup of Communications Equipment..... 3-50
301-98G-2101 Supervise Operation of Communications Equipment 3-52
301-98G-2102 Supervise Teardown of Communications Equipment 3-54

Subject Area 4: Equipment

301-98G-2150 Supervise Setup of Electronic Warfare (EW) Equipment..... 3-56
301-98G-2151 Supervise Operation of Electronic Warfare (EW) Equipment 3-58
301-98G-2152 Supervise Tear-Down of Electronic Warfare (EW)
Equipment 3-60

Subject Area 8: Tactical Operations

301-98G-2300 Determine the Layout of a Tactical Site (AD, KP, RU, QB)..... 3-62
301-98G-2301 Perform Map Reconnaissance to Determine an Electronic
Warfare (EW) Site 3-64

Skill Level 3

Subject Area 6: Language Maintenance

301-98G-3252 Supervise Linguists in a Language Training Program3-66

Subject Area 7: Collection Management

301-98G-3250 Recommend Adjustments to Tasking3-68

301-98G-3251 Implement Electronic Support/Electronic Attack (ES/EA) Operations3-70

Subject Area 8: Tactical Operations

113-573-6001 Recognize Electronic Attack (EA) and Implement Electronic Protection (EP)3-72

301-98G-3151 Prepare Equipment Destruction Plan3-76

301-98G-3300 Select a Site for Tactical Deployment (AD, KP, RU, QB).....3-78

301-98G-3301 Determine the Logistical Requirements of an Electronic Support/Electronic Attack (ES/EA) Team3-80

Skill Level 4

Subject Area 7: Collection Management

301-98G-4256 Plan Electronic Support/Electronic Attack (ES/EA) Operations3-82

Chapter 4. DUTY POSITION TASKS4-1

4-1. Major Duties4-1

4-2. Physical Demands, Qualifications, and Additional Skill Identifiers4-1

Appendix A - VOLUME II CRITICAL TASK LIST A-1

GLOSSARY Glossary-1

REFERENCES References-1

Preface

This publication is for soldiers holding military occupation specialty (MOS) 98G and their trainer/first-line supervisor. It contains standardized training objectives in the form of task summaries that support unit missions during wartime. Soldiers holding MOS 98G should be issued or have access to this publication. It should be available in the soldier's work area, unit learning center, and unit libraries. Trainers and first-line supervisors should actively plan for soldiers to have access to this publication. It is recommended that each 98G soldier be issued an individual copy.

All tasks in this manual apply to both active and Reserve Component soldiers (National Guard and Army Reserve) holding MOS 98G.

The proponent of this publication is U.S. Army Training and Doctrine Command (TRADOC). Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to specific page, paragraph, and line of text for the change recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Prepare comments using DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) and submit to—

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Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

Chapter 1

Introduction

1-1. GENERAL.

a. This manual identifies the individual MOS training requirement for soldiers in MOS 98G. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

b. Use this manual with the 98G cryptologic linguist soldiers training publication, the soldier's manuals of common tasks (STP 21-1-SMCT and STP 21-24), Army training and evaluation programs (ARTEPs), and FM 7-1 to establish effective training plans and programs that integrate soldier, leader, and collective tasks.

1-2. TASK SUMMARIES.

a. Task summaries outline the wartime performance requirements of each critical task in the soldier's training publication (STP). They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. At a minimum, task summaries include information the individual soldier must know, and the skills that he must perform to standard for each task. The format for the task summaries included in this STP is as follows:

- (1) Task Title. The task title identifies the action to be performed.
- (2) Task Number. A 10 character alphanumeric identifier for the task. Include it along with the task title in any correspondence relating to the task.
- (3) Task Conditions. The task conditions identify all the equipment, tools, references, job aids, and supporting personnel the soldier needs to perform the task. This section identifies any environmental conditions (such as visibility, temperature, or wind) that can alter task performance. This section also identifies any specific cues or events (such as chemical attack) that trigger task performance.
- (4) Standards. The task standards describe how well and to what level you must perform a task. Standards are typically described in terms of accuracy, completeness, and speed.
- (5) Performance Steps. This section identifies a summary of specific actions the soldier must do to complete the task successfully.
- (6) Evaluation Preparation. This section lists any special setup procedures and instructions (or modifications to task performance) used to evaluate a task that cannot be trained to a wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation.
- (7) Performance Measures. This section identifies the actions necessary to observe objectively and determine if a task performer has performed the task to the prescribe standard. These measures are derived from the task performance steps during task analysis.
- (8) Evaluation Guidance. This section indicates requirements for receiving a passing score and any other guidance for the task evaluator.

(9) The following evaluation guidance statement applies to all task summaries in this STP: Mark each performance measure either GO or NO GO. The soldier must complete all substeps to receive a GO for that measure. All measures must be marked GO to have successfully accomplished the task. If the soldier fails any measure, show what was done wrong and how to do it correctly.

(10) References. This section identifies the references that provide a more detailed and thorough explanation of task performance requirements than those given in the performance step summary description.

b. Some task summaries also include safety statements and notes. Safety statements (danger, warning, and caution) alert the user to the possibility of immediate death, personal injury, or damage to equipment. Notes provide extra supportive explanation or hint relative to the performance standards.

1-3. SOLDIER RESPONSIBILITIES. Each soldier is responsible for performing individual tasks that the first-line supervisor identifies based on the unit METL. The soldier must perform the task to the standards listed in the STP. If a soldier has a question about how or which task to perform in this manual, it is the soldier's responsibility to ask the first-line supervisor for clarification. The first-line supervisor should know how to perform each task or direct the soldier to the appropriate training materials.

1-4. NCO SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL.

a. Self-development is one of the key components of the leader development program. It is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, has the responsibility to remain current in all phases of the MOS. The STP is the primary source for the NCO to use in maintaining MOS proficiency.

b. Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 350-59 for information on enrolling in this program and a list of courses. Enroll at <http://www.atsc.army.mil/accp/aipdnew.asp>.

1-5. TRAINING SUPPORT. This manual includes additional training support information.

a. Glossary. The glossary is a single, comprehensive list of acronyms, abbreviations, definitions, and letter symbols use in this publication.

b. References. The references support training of all tasks in this STP. References required for the soldier to perform the task are listed in the condition statement. Related references are materials that help the trainer prepare for the task but are not required to perform the task.

1-6. ENLISTED PERSONNEL MANAGEMENT SYSTEM. (This information has not been developed; it will be included in next revision of this publication.)

Chapter 2

Training Guide

2-1. GENERAL. The MOS training plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MOS training plan should be used as a guide for conducting unit training and not a rigid standard. The MOS training plan consists of two parts; each part is designed to assist the commander in preparing a unit training plan that satisfies integration, cross training, training up, and sustainment training requirements for soldiers in MOS 98G.

a. Part One of the MOS training plan shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped, by task commonality, into subject areas.

(1) Section I lists subject area numbers and titles used throughout the MOS training plan. These subject areas are used to define the training requirements for each duty position within an MOS.

(2) Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- Duty Position column. This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- Subject Area column. This column lists, by numerical key (see Section I), the subject areas in which a soldier must be proficient to perform in that duty position.
- Cross Train column. This column lists the recommended duty position for which soldiers should be cross trained.
- Train-up/Merger column. This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

b. Part two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- Subject Area. The subject area number and title in the same order as Section I, part one of the MTP.
- Task Number column. This column lists the task numbers for all tasks included in the subject area.
- Title column. This column lists the task title for each task in the subject area.
- Training Location column. This column identifies the training location where the task is first trained to soldier training publication standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, and so forth) of the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

AIT	Advanced Individual Training
UNIT	Trained in the Unit
EAAC	Executive Administrative Assistant Course
IET	Initial Entry Training
FC	Functional Course
SOJT	Supervised On-The-Job-Training
BNCOC	Basic NCO Course

Figure 2-1. Training Locations

- Sustainment Training Frequency column. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	Biannually
AN	Annually
SA	Semiannually
QT	Quarterly
MO	Monthly
BW	Biweekly
WK	Weekly

Figure 2-2. Sustainment Training Frequency Codes

- Sustainment Training Skill Level column. This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

2-2. SUBJECT AREA CODES. (MOS Training Plan, Part One, Section I.)

Skill Level 1

- 1 Processing
- 2 Security
- 3 Communications
- 4 Equipment
- 6 Language Maintenance

Skill Level 2

- 2 Security
- 3 Communications
- 4 Equipment
- 8 Tactical Operations

Skill Level 3

- 6 Language Maintenance
- 7 Collection Management
- 8 Tactical Operations

Skill Level 4

- 7 Collection Management

2-3. DUTY POSITION TRAINING REQUIREMENTS. (MOS Training Plan, Part One, Section II.) (This information has not been developed; it will be included in next revision of this publication.)

2-4. CRITICAL TASKS LIST.

**MOS TRAINING PLAN (PART TWO)
98G14**

CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Sustainment Training Frequency</i>	<i>Sustainment Training SL</i>
Skill Level 1				
Subject Area 1: Processing				
301-98G-1000	Operate a Digital Audio Workstation	AIT	SA	SL 1
301-98G-1001	Identify Basic Elements of Radio Wave Propagation	AIT	SA	SL 1
301-98G-1002	Identify Basic Characteristics of Radio Spectrum Allocation	AIT	SA	SL 1
301-98G-1006	Identify Major Components of Target Nation(s) Geography	AIT	SA	SL 1
301-98G-1009	Identify Major Components of Target Nation(s) Military Order of Battle	AIT	SA	SL 1
301-SMI-6051	Manipulate Computer Files Using Basic Platform Specific Commands	AIT	QT	SL 1
Subject Area 2: Security				
301-371-1052	Protect Classified Information and Material	AIT	SA	SL 1-4
301-S98-1051	Destroy Classified Information and Material	AIT	SA	SL 1
Subject Area 3: Communications				
301-98G-1101	Employ Communications Equipment	FC	MO	SL 1
Subject Area 4: Equipment				
301-98G-1150	Employ Electronic Warfare (EW) Equipment	FC	QT	SL 1

**MOS TRAINING PLAN (PART TWO)
98G14**

CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Sustainment Training Frequency</i>	<i>Sustainment Training SL</i>
Subject Area 6: Language Maintenance				
301-98G-1350	Maintain Individual Foreign Language Proficiency to Meet Army Standards	UNIT	WK	SL 1-4
Skill Level 2				
Subject Area 2: Security				
301-98G-2050	Supervise Destruction of Classified Information and Material	UNIT	AN	SL 2
301-98G-2051	Verify Proper Handling and Storage of Classified Information by Subordinates	SOJT	SA	SL 2
301-98G-2052	Receipt/Transfer Classified Material	AIT	SA	SL 2-4
Subject Area 3: Communications				
301-98G-2100	Supervise Setup of Communications Equipment	UNIT	QT	SL 2-4
301-98G-2101	Supervise Operation of Communications Equipment	UNIT	QT	SL 2
301-98G-2102	Supervise Teardown of Communications Equipment	UNIT	SA	SL 2
Subject Area 4: Equipment				
301-98G-2150	Supervise Setup of Electronic Warfare (EW) Equipment	UNIT	SA	SL 2
301-98G-2151	Supervise Operation of Electronic Warfare (EW) Equipment	UNIT	SA	SL 2-4
301-98G-2152	Supervise Tear-Down of Electronic Warfare (EW) Equipment	UNIT	SA	SL 2-4
Subject Area 8: Tactical Operations				
301-98G-2300	Determine the Layout of a Tactical Site (AD, KP, RU, QB)	UNIT	SA	2-4
301-98G-2301	Perform Map Reconnaissance to Determine an Electronic Warfare (EW) Site	BNCOC	SA	SL 2
Skill Level 3				
Subject Area 6: Language Maintenance				
301-98G-3252	Supervise Linguists in a Language Training Program	UNIT	AN	SL 3

**MOS TRAINING PLAN (PART TWO)
98G14**

CRITICAL TASKS

<i>Task Number</i>	<i>Task Title</i>	<i>Training Location</i>	<i>Sustainment Training Frequency</i>	<i>Sustainment Training SL</i>
Subject Area 7: Collection Management				
301-98G-3250	Recommend Adjustments to Tasking	BNCOC	SA	SL 3
301-98G-3251	Implement Electronic Support/Electronic Attack (ES/EA) Operations	BNCOC	SA	SL 3
Subject Area 8: Tactical Operations				
113-573-6001	Recognize Electronic Attack (EA) and Implement Electronic Protection (EP)	UNIT	SA	SL 3-4
301-98G-3151	Prepare Equipment Destruction Plan	UNIT	QT	SL 3
301-98G-3300	Select a Site for Tactical Deployment (AD, KP, RU, QB)	BNCOC	SA	SL 3
301-98G-3301	Determine the Logistical Requirements of an Electronic Support/Electronic Attack (ES/EA) Team	BNCOC	SA	SL 3
Skill Level 4				
Subject Area 7: Collection Management				
301-98G-4256	Plan Electronic Support/Electronic Attack (ES/EA) Operations	BNCOC	SA	SL 4

Chapter 3

MOS 98G Tasks

Skill Level 1

Subject Area 1: Processing

301-98G-1000

Operate a Digital Audio Workstation

Conditions: Given a logged on, operational workstation equipped with a digital audio system and applicable manuals.

Standards: Operated the digital audio system so that traffic was properly retrieved and processed in accordance with (IAW) applicable manuals.

Performance Steps

1. Run associated software program that processes traffic.
2. Open file directory containing stored traffic.
3. Input filter information to limit directory listing to specific file types.
4. Request list of files matching filter input data.
5. Select traffic file from directory list of retrieved files.
6. Use retrieval command to open file.
7. Perform required processing tasks on file.
8. Save changes to traffic file as applicable.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to operate a digital audio workstation.

Note to the Trainer: Ensure files are available and specify the location of the database directory.

Performance Measures

GO NO GO

1. Ran associated software program that processed traffic.
2. Opened file directory containing stored files.
3. Input filter information to limit directory listing to specific file types.
4. Requested list of files matching filter input data.

Performance Measures	GO	NO GO
----------------------	----	-------

5. Selected traffic file from retrieved list of directory files.
6. Used retrieval command to open the traffic file.
7. Performed required processing tasks on file.
8. Saved changes to traffic file as applicable.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

Commercial Manuals

301-98G-1001**Identify Basic Elements of Radio Wave Propagation**

Conditions: Given a topographic map of a region and simulated or real weather conditions during the day or night.

Standards: Identified environmental and atmospheric factors that affected radio wave transmissions and determined the effect of these factors on intercepted communications.

Performance Steps

1. Identify transmitting power.
2. Identify radio wave characteristics.
 - a. Wavelength.
 - b. Frequency.
 - c. Polarization.
3. Identify nature of transmission path.
 - a. Ground wave consists of—
 - (1) Direct wave that travels straight from the transmitter antenna to the receiving antenna.
 - (2) Surface wave that follows the contour of the earth's surface.
 - (3) Ground reflected wave that is 180 degrees out of phase.
 - (4) Direct and ground reflected waves can nullify each other.
 - b. Sky-wave—
 - (1) Reflected off of ionosphere.
 - (2) Higher frequencies reflect from a higher altitude.
 - (3) Lower frequencies reflect at a lower altitude.
4. Determine obstacles to line of sight between transmitter and receiver antenna.
 - a. Obstacles that may block, diffract or scatter radio waves.
 - b. Obstacles that may refract or absorb radio waves.
 - c. Curvature of the earth.
 - d. Electrical characteristics of local terrain.
5. Determine local meteorological conditions.
 - a. Ground refractions and conductivity based on moisture.
 - b. Increase in moisture content causes a decrease in the height at which tropospheric reflection occurs.
6. Identify ionosphere conditions and effect on sky-wave propagation.
 - a. Four Ionosphere layers well partitioned during the daylight hours.
 - b. Higher frequencies penetrate higher layers.
 - c. Ionosphere layers fade and blend together at night.

Performance Steps

- d. Frequencies reflect or penetrate at higher altitudes at night.
- e. Frequency must be low enough to reflect off ionosphere.
- f. Signal must be strong enough to be heard over noise.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to identify basic elements of radio wave propagation that effect communications between points A and B on map under current local meteorological conditions.

Note to the Trainer: Select points A and B on map so that a great distance and obstacles to communications exist between the points.

Performance Measures

GO NO GO

1. Identified transmitting power and frequency.
2. Identified transmitting antenna (radio wave) characteristics.
3. Identified nature of transmission path.
4. Determined obstacles to line of sight between transmitter and receiver antenna.
5. Determined local meteorological conditions.
6. Compensated for ionosphere conditions for sky-wave propagation.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

301-98G-1002**Identify Basic Characteristics of Radio Spectrum Allocation**

Conditions: Given a diagram of the usable radio spectrum.

Standards: Correctly identified the appropriate radio spectrum for common signals broadcast and the characteristics of voice/data signals within the radio spectrum according to FM 24-2.

Performance Steps

1. Identify frequency band of 3-30 MHz as HF communications consisting of—
 - a. Long range navigation.
 - b. Morse code.
 - c. Commercial broadcasts.
 - d. Tactical AM communications.
 - e. Short-wave communications.
2. Identify 30-300 MHz as VHF communications consisting of—
 - a. Tactical FM communications (such as SINCGARS 30-87.975 MHz).
 - b. FM broadcasts (commercial radio stations).
 - c. Multi-channel communications (such as mobile subscriber equipment (MSE) RT-1539 operates in frequency range 30-88 MHz).
 - d. Television channels 1-13.
3. Identify 300 MHz - 3 GHz as UHF communications consisting of—
 - a. Television channels higher than 13.
 - b. Multi-channel communications.
 - (1) Frequency division multiplexing (FDM), time division multiplexing (TDM), code division multiplexing (CDM), wideband CDM.
 - (2) For example—cellular phone communications start at approximately 810 MHz and go up.
 - c. Global positioning system (GPS) operates in 1560-1626 MHz frequency range.
4. Identify 3-30 GHz as SHF band consisting of—
 - a. Satellite communications (SATCOM).
 - b. Multi-channel communications.
 - c. For example—MSE GRC-224 operates in frequency range of 14.5-15.35 GHz.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to identify basic characteristics of radio spectrum allocation.

Note to the Trainer: Diagram, at a minimum, must portray the electromagnetic spectrum from 3 MHz - 30 GHz.

Performance Measures	GO	NO GO
1. Identified radio communications between 3-30 MHz as HF communications.		
2. Identified one or more types of communication characteristics of the HF band.		
3. Identified radio communications between 30-300 MHz as VHF communications.		
4. Identified one or more types of communication characteristics of the VHF band.		
5. Identified radio communications between 300 MHz - 3 GHz as UHF communications.		
6. Identified one or more types of communication characteristics of the UHF band.		
7. Identified radio communications between 3-30 GHz as SHF communications.		
8. Identified one or more types of communication characteristics of the SHF band.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

FM 24-2

301-98G-1006**Identify Major Components of Target Nation(s) Geography**

Conditions: Given a map of the target nation(s).

Standards: Identified major area boundaries, key terrain, and significant locations as depicted on provided target nation/s map IAW FM 3-25.26 and FM 34-130.

Performance Steps

1. Identify major boundary lines.
 - a. National Boundaries.
 - b. Bordering Countries.
 - c. Provincial Boundaries.
 - d. Disputed territory.
 - e. Coastlines.
 - f. Nautical Boundaries.
2. Identify significant elevation areas.
 - a. Hills or mountains by name or elevation, whichever is commonly used.
 - b. Mountain ranges.
3. Identify significant depressed areas such as river gorges.
4. Identify significant drainage.
 - a. Rivers.
 - b. Lakes.
 - c. Swamps.
 - d. Dams.
5. Identify significant terrain other than by elevation.
 - a. Large valleys or marshalling areas.
 - b. Cave, tunnel and bunker areas.
 - c. Military installations and obstacles.
 - d. Rail lines.
6. Identify significant roadways.
 - a. Major intersections.
 - b. Paved or improved roadways of two or more lanes.
 - c. Bridges and road tunnels.

Performance Steps

7. Identify significant population or government centers.
 - a. Large population areas such as towns and cities.
 - b. Capitals or politically active areas.
8. Identify military regions.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to identify major components of the target nation's geography.

Note to the Trainer: Ensure that all seven types of components are portrayed on map being used for the task.

Performance Measures

GO NO GO

1. Identified major boundary lines.
2. Identified significant elevation areas.
3. Identified significant depressed areas such as river gorges.
4. Identified significant drainage.
5. Identified significant terrain other than by elevation.
6. Identified significant roadways.
7. Identified significant population or government centers.
8. Identified military regions.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

FM 3-25.26

FM 34-130

Related

301-98G-1009**Identify Major Components of Target Nation(s) Military Order of Battle**

Conditions: Given an order of battle diagram or map template for common ground forces units and FM 101-5-1.

Standards: Identified unit type, echelon, and subordination of selected unit markers IAW FM 101-5-1.

Performance Steps

1. Identify the unit type according to the icon in the ground forces frame (see figure 301-98G-1009-1). Readily identify the following icons:

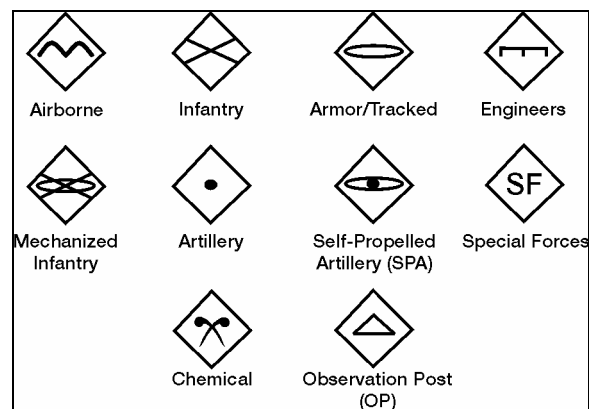


Figure 301-98G-1009-1. Military Map Symbols (Unit Types with Opposing Forces Frame)

2. Identify the unit echelon or size according to the size indicator.
 - a. Markings located directly on top of frame.
 - b. Readily identify the echelon or size of the indicators (see figure 301-98G-1009-2).

Performance Steps

(1)	∅	Team/Crew
(2)	●	Squad
(3)	●●	Section
(4)	●●●	Platoon
(5)	I	Company or Battery
(6)	II	Battalion
(7)	III	Regiment or Group
(8)	X	Brigade
(9)	XX	Division
(10)	XXX	Corps
(11)	XXXX	Army
(12)	XXXXX	Army Group or Front
(13)	XXXXXX	Region

Figure 301-98G-1009-2. Military Map Symbols (Echelons)

3. Identify unit subordination according to the annotated higher unit number or title (see figure 301-98G-1009-3).
 - a. Parent or higher echelon annotated at right side of frame.

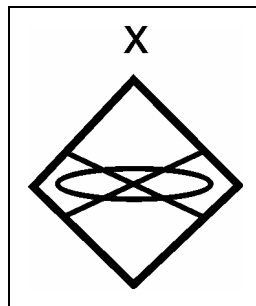


Figure 301-98G-1009-3. Military Map Symbols (Unit Type and Echelon)

- b. Information other than subordination information is also listed in same area (see figure 301-98G-1009-4).

Performance Steps

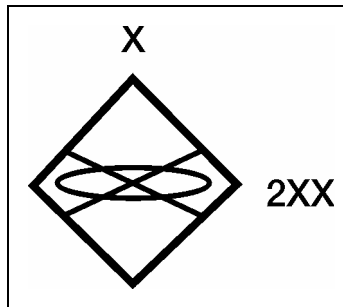


Figure 301-98G-1009-4. Military Map Symbols (Subordination)

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to identify major components of target nation military order of battle.

Note to the Trainer: Identify one of each type unit, echelon and 11 markers with different subordination for the soldier to identify.

Performance Measures

GO NO GO

1. Correctly identified unit types according to the icons in ground forces frames.
 - a. Correctly identified airborne unit icon.
 - b. Correctly identified infantry unit icon.
 - c. Correctly identified armor/tracked vehicle unit icon.
 - d. Correctly identified engineer unit icon.
 - e. Correctly identified mechanized infantry unit icon.
 - f. Correctly identified artillery unit icon.
 - g. Correctly identified SPA unit icon.
 - h. Correctly identified special forces unit icon.
 - i. Correctly identified chemical unit icon.
 - j. Correctly identified observation post icon.
2. Correctly identified the unit echelons or sizes according to the size indicators.
 - a. Correctly identified the indicator for a team or crew.
 - b. Correctly identified the indicator for a squad.
 - c. Correctly identified the indicator for a section.
 - d. Correctly identified the indicator for a platoon.
 - e. Correctly identified the indicator for company or battery.

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ul style="list-style-type: none">f. Correctly identified the indicator for a battalion.g. Correctly identified the indicator for a regiment of group.h. Correctly identified the indicator for a brigade.i. Correctly identified the indicator for a division.j. Correctly identified the indicator for a corps.k. Correctly identified the indicator for an Army.		
<p>3. Correctly identified 10 of the 11 units subordination according to the annotated higher unit numbers or titles.</p>		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

FM 101-5-1

Related

301-SMI-6051**Manipulate Computer Files Using Basic Platform Specific Commands**

Conditions: Given a list of computer files to manipulate, an active computer terminal containing accessible files and system operating manuals/instructions.

Standards: Retrieved, edited, saved, renamed, or deleted files as necessary using the correct computer software program/system commands.

Performance Steps

1. Open file located in a designated folder.
 - a. Select file/folder icon to be opened or move highlight bar onto filename.
 - b. Double click or select OPEN from the shortcut menu.
 - c. Locates file in designated folder.
 - d. Open designated file using double click mouse method or select OPEN from shortcut menu.
2. Edit the text or data entry to read as designated.
 - a. Highlight text or data to be edited.
 - b. Delete or type over highlighted material with new text or data.
 - c. Select INSERT function on keyboard as necessary.
 - d. Complete new data or text entry.
3. Save the edited file into the same folder with a new file name.
 - a. Select SAVE AS from the file menu.
 - b. Select designated file folder if not already selected.
 - c. In the file name/string field, enter a new name for the file.
 - d. Select the OK or SAVE pushbutton.
4. Delete a designated file from a designated folder.
 - a. Select file with mouse or highlight method as applicable.
 - b. Select DELETE, CUT, CLEAR or similar command from the edit menu or shortcut menu.
 - c. If system has a redundant query for DELETE option, select YES/OK/DELETE.
5. Rename a designated file.
 - a. Select designated file.
 - b. Click in name of file with mouse or select RENAME from shortcut menu.
 - c. Delete or type over original name with new designated name.
 - d. Select the ENTER key to complete the rename action.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to retrieve, edit, save, rename and delete files.

Performance Measures	GO	NO GO
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1. Opened file located in a designated folder.
2. Edited the test or data entries to read as designated.
3. Saved the edited file into same folder with a new designated file name.
4. Deleted a designated file from a designated folder.
5. Renamed a designated file.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

Commercial Manuals

Subject Area 2: Security

301-371-1052

Protect Classified Information and Material

Conditions: This task can be performed in field and garrison locations under all conditions. Given classified documents and/or material, AR 380-5, local standing operating procedures (SOPs), SF 700 (Security Container Information), SF 702 (Security Container Check List), SF 703 (Top Secret Cover Sheet), SF 704 (Secret Cover Sheet), SF 705 (Confidential Cover Sheet), DA Form 3964 (Classified Document Accountability Record), office equipment and supplies.

Standards: Safeguarded classified information/material, to include: prevented unauthorized disclosure, maintained classified information/material, and stored classified information/material, IAW operations orders (OPORD), AR 380-5, local unit SOPs.

Performance Steps

1. Identify classified material.

Note: Classified national security information, or classified information, per AR 380-5 is defined as information and/or material that has been determined, pursuant to EO 12958 or any predecessor order, to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary or readable form.

a. List the security classification levels.

- (1) Confidential. Information, which if disclosed to unauthorized persons, could reasonably be expected to cause damage to the national security.
- (2) Secret. Information, which if disclosed to unauthorized persons, could reasonably be expected to cause serious damage to the national security.
- (3) Top Secret. Information, which if disclosed to unauthorized persons, could reasonably be expected to cause exceptionally grave damage to the national security.

b. Define original and derivative classifications.

- (1) Original Classification. The decision (by an original classification authority) to designate a certain item of information as classified, at a particular level, and for a certain duration of time.
- (2) Derivative Classification. The incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information.

2. Locate and read the declassification and downgrading instructions, which appear on a classified document.

a. Define declassification and downgrading.

- (1) Declassification - the authorized change in the status of information from classified information to unclassified information.

Performance Steps

Note: Information that already has been declassified and released to the public cannot be reclassified.

- (a) At the time of original classification, the original classification authority shall attempt to establish a specific date or event for declassification.
 - (b) If a specific date or event for declassification cannot be determined, then information shall be marked for declassification 10 years from date of the original decision.
 - (c) The original classification authority may extend the duration of classification for a successive period, not to exceed 10 years at a time.
 - (d) At the time of original classification, the original classification authority may exempt for declassification within 10 years specific information that the unauthorized disclosure could reasonably be expected to cause damage to the national security.
 - (e) Information shall be declassified as soon as it no longer meets the standards for classification.
- (2) Downgrading - a determination by a declassification authority that information classified and safeguarded at a specific level shall be classified and safeguarded at a lower level.
3. Review information for required identification and markings.

Note: Classification markings must be conspicuous.

- a. Ensure the following appears on the face of all classified information:
 - (1) The overall classification of the document should be stamped at the top and bottom.
 - (2) The command, office of origin, date, and if not evident by the name of the command, the fact that the document was generated by the Department of the Army.
 - (3) Identification of the source(s) of classification ("Classified by" or "Derived from" line), and, the reason(s) for classification.
 - (4) Declassification instructions ("Declassify on" line), and downgrading instructions.
 - (5) Warning, sensitivity notices and other markings that apply to the document.
- b. Check the document for required markings:
 - (1) Ensure the overall classification/sensitivity is conspicuously marked, stamped, or affixed (sticker, tape, etc.), top and bottom, on the front and back covers (if the document has covers), on the title page (if there is one), and on the first page.

Note: If it is not possible to mark classification/sensitivity in letters larger than the rest of the text, use any manner that is immediately noticeable.

- (2) Ensure each interior page is properly marked (except blank pages).
 - (a) Ensure each interior page, except those left blank, is marked on the top and bottom with the highest classification of page content (including Unclassified).
 - (b) As an alternative to marking pages according to individual page content, interior pages may be marked with the highest overall classification/sensitivity of information within the document. If this alternative method is used, portion marking must also be used.

Performance Steps

- (3) Portion markings. Each section, part, paragraph, and similar portion of a classified and/or sensitive document will be marked to show the highest level of classification/sensitivity of information it contains (including unclassified).
 - (a) All U.S. Army portion markings are contained in parenthesis and are placed at the beginning of the portion following any outline numbering but preceding information. (Some other agencies allow the portion marking to follow the portion.)
 - (b) Portion markings. Top Secret portion markings are (TS). Secret portion markings are (S). Confidential portion markings are (C). Unclassified portion markings are (U). Unclassified - FOR OFFICIAL USE ONLY portions will be marked (FOUO).
 - (c) For example: (U) An unclassified portion of text.
 - (d) See AR 380-5 for additional portion marking information.
 - (4) Charts, maps, and drawings will bear the classification marking (not portion marking) for the legend, title, or scale block. The higher of these markings shall be inscribed at the top and bottom of each such document.
 - (5) Photographs, films (including negatives), recordings, and their containers will be marked with the classification marking for the specific level of information contained within.
 - (6) Information used to simulate classified or unclassified material or documents will be marked clearly to indicate the actual unclassified status of the information (for example: SECRET for Training Purposes Only). This marking is not for exercise materials. It is only used for training of proper classification marking.
 - (7) Electronically transmitted data (except facsimile) will have the overall classification as the first word of the text.
 - (8) Transmitted messages (e-mail) with classified attachments will be marked top and bottom with the highest classification of the attachment contents.
- c. Examine all classified documents for completeness; Ensure no parts or pages are missing.
4. Protect classified information through restricted access.
 - a. Define access. The ability or opportunity to gain knowledge of classified information. Access is based on—
 - (1) Need-to-know. A determination made by an authorized holder of classified information that a prospective recipient requires access to specific information in order to perform or assist in a lawful and authorized government function.
 - (2) Security clearance. Ensure personal security clearance is equal to or exceeds the classification level of the material required to perform official duties.
 - (3) Non-disclosure. Persons who have executed an appropriate non-disclosure agreement may be granted access after need-to-know and security clearance have been verified.

Note: No one has a right to have access to classified information solely by virtue of rank or position.

Performance Steps

- b. Prevent unauthorized persons from gaining access to classified material.
 - (1) Keep all classified documents under constant observation when removed from storage.
 - (2) Keep all documents face down or covered when not in use.
 - (3) Place one of the following cover sheets on all classified material:
 - (a) SF 705 for Confidential information.
 - (b) SF 704 for Secret information.
 - (c) SF 703 for Top Secret information.
 - c. Define special access program. A program established for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same classification level.
5. Safeguard classified information and material in open storage area.
- a. Control perimeter/entrance (using one of the following methods).
 - (1) Visually control perimeter during all work hours.
 - (2) Use day access combination locks when authorized personnel are in secure area but entrance is not under visual control.
 - (3) Use an automated entry control system (magnetic badges with personal identification numbers, fingerprint or retina scans, etc.).
 - b. Use proper precautions to protect classified information and material:
 - (1) Keep classified information under constant surveillance when removed from storage.
 - (2) Safeguard classified information when temporarily departing the work area.
 - c. Use the following procedures when working papers containing classified information are created:
 - (1) Date the document.
 - (2) Mark the document with the words "DRAFT" or "WORKING PAPERS."
 - (3) Mark each page, top and bottom, according to the content classification.
 - (4) Bring working papers under control as a finished document when—
 - (a) Retained more than 180 days from date of origin.
 - (b) Released electrically or electronically outside the originator's agency.
 - (c) Filed permanently.
 - (d) Papers contain TOP SECRET information.
 - d. Limit reproduction of classified material.
 - (1) Make only the mission essential amount of copies.
 - (2) Take appropriate countermeasures to negate or minimize risk of compromise.
 - (3) Sequentially number and mark each TOP SECRET copy (for example: "Copy 1 of 2").
 - (4) Appropriately mark and control all waste materials until destroyed.
 - e. Develop and practice emergency situation (such as fire, flood, terrorist acts, etc.) control measures.

Performance Steps

6. Comply with security regulations when discussing classified information.
 - a. Do not discuss classified and/or sensitive information outside of a secure area or on an unsecured telephone.
 - b. Use the following procedures when presenting a classified briefing:
 - (1) Ensure the briefing area has been cleared to the highest level of material to be discussed, stored or viewed.
 - (2) Check the attendance roster to ensure all personnel are cleared and have a need-to-know.
 - (3) Establish a sign-in roster at the main entrance to the briefing area and verify or reverify each attendees clearance level and need-to-know.
 - (4) Secure or control access at all entrances.
 - (5) Ensure all training aids are marked with security classification according to their content.
 - (6) Inform the audience of the security classification of the briefing and the policy concerning note taking at the beginning of the briefing.
 - (7) Repeat the security classification at the end of the briefing.
 7. Protect classified information during transport.
 - a. Do not remove classified information from official premises without proper authorizations.
 - b. Prepare classified materials for transport.
 - (1) Address classified information to an official government activity or DOD contractor with a facility clearance and not an individual.
 - (2) Pack classified information in such a manner that the text will not be in contact with the inner envelope or container.
 - (3) Attach or enclose a receipt, DA Form 3964, in the inner envelope or container for all TOP SECRET information.
- Note:** SECRET and CONFIDENTIAL information requires a receipt only if the originator deems it necessary.
- (4) Double wrap classified information in opaque envelopes or similar wrappings.
 - (a) Mark the inner envelope/wrapping with the overall classification of the contents, and any special instructions.
 - (b) Mark the inner and outer envelope with the complete sender and receiver addresses.
 - (c) Do not mark the outer envelope with any indications of the contents or the classification.
 - (d) A hand carried locked briefcase or a specialized shipping container may be considered as an outer wrapper.
 - (e) Do not display classified material in public places while transporting.
 - (5) Transport classified material by—
 - (a) U.S. military personnel, U.S. Government employees or DOD contractors.
 - (b) Approved courier services.

Performance Steps

- (c) U.S. Postal Service (SECRET and lower classification materials only).
 - (d) See AR 380-5 for a list of approved conveyances (travel-transport methods).
 - (e) Do not store classified material in any detachable storage compartment, such as automobile trailers or luggage racks while transporting.
 - c. Ensure TOP SECRET classified information remains in constant custody and protection of the courier at all times.
- 8. Protect classified information during transmission.
 - a. Transmit classified information and material according to the security classification level, as specified in AR 380-5.
 - b. Transmit classified material by electronic transmission over encrypted secure lines approved by the National Security Agency (NSA).
 - c. Ensure the appropriate contracting officer has authorized transmission in writing.
 - d. Ensure automated information systems, including networks and telecommunications systems, that collect, create, communicate, compute, disseminate, process, or store classified information have controls that prevent access by unauthorized persons while maintaining the integrity of the information.
- 9. Safeguard classified material when in storage.
 - a. Store classified information under conditions adequate to prevent unauthorized access.
 - b. Store typewriter ribbons, computer disks, notes, and similar materials which are classified or used to process classified information, in a locked GSA approved security container, when not under the personal control and observation of an authorized person.
 - c. Follow correct procedures when locking material in a GSA approved security container:
 - (1) Complete SF 702 with the proper date, time, and initials.
 - (2) Turn the OPEN/CLOSED sign on the front of the security container to the CLOSED position.
 - (3) Ensure another person checks the container to make sure it is locked and initials the SF 702.
- 10. Use the following procedures when discovering an open or unattended security container.
 - a. Keep the container or area under guard or surveillance.
 - b. Notify one of the persons listed on part 1 of SF 700, attached to the inside of the security container drawer. If one of these individuals cannot be contacted, the duty officer, security manager, or other appropriate official will be notified.
 - c. Personnel contacted will report to the location of the unsecure container and inspect the container and contents. If evidence of tampering, theft or compromise are noted:
 - (1) Notify security personnel immediately so they may initiate a preliminary inquiry to determine the circumstances surrounding the loss or possible compromise of classified information.
 - (2) Immediately cease examination of container and contents to prevent destruction of evidence unless otherwise instructed by security personnel.
 - (3) Have a locksmith check the lock for tampering and proper operation.

Performance Steps

- (4) Change the combination of the container, secure the container and place it under guard or move the classified contents to another secure container.
 - (5) Notify commander and security manager if not already notified.
11. Report possible compromise of classified information.
 - a. Any person having knowledge of the loss or possible compromise of classified information will immediately report it to their security manager, S2, or commanding officer.
 - b. Any person who discovers classified information out of proper control will take custody of the information, safeguard it, and immediately report to their security manager, S2, or commanding officer.
 - c. The security manager, S2, or commanding officer will initiate a preliminary inquiry to determine the circumstances surrounding the loss or possible compromise of classified information and establish one of the following:
 - (1) The loss or compromise of classified information did not occur.
 - (2) The loss or compromise did occur but the compromise reasonably could not be expected to cause damage to the national security.
 - (3) The loss or compromise of classified information did occur and that the compromise reasonably could be expected to cause damage to the national security.
 - d. The security manager or S2 will report the circumstances of the compromise to the appropriate authority:
 - (1) HQDA (DAMI-CIS) when dealing with SECRET and TOP SECRET information.
 - (2) Commander when dealing with CONFIDENTIAL information.
 - e. A further investigation may be initiated if warranted.
12. Destroy classified information by proper methods sufficient to preclude recognition or reconstruction.
 - a. Destroy classified information by burning, melting, chemical decomposition, wet pulping, pulverizing, cross-cut shredding, or mutilation.
 - (1) Documents and other printed materials will be destroyed in a manner meeting secure volume and data density destruction requirements.
 - (a) Secure volume concept. The secure volume concept of destruction processing stresses that security is enhanced, not only by small residue particle size, but also by restricting the chances of successful reconstruction of that residue, by increasing the number of pieces involved.
 - (b) Data density concept. Print or image ratio to blank space per square centimeter requires the use of particular size screens to limit the size of residue particles. The installation security manager is responsible for establishing the size of screens required. If the required screens are not available the residue must be completely destroyed by burning.

Performance Steps

- (2) Destroy classified materials other than paper.
 - (a) Typewriter ribbons and cassettes (Mylar, nylon, and cotton-based ribbon). This category of material should be destroyed by burning, since any other method involves both a serious risk of damage to the mechanical destruction equipment and the attendant mess of manual handling. Shredding, chopping, and hammer mill pulverizing requires the necessity of removing the ribbon from its reel by radically slitting with a razor blade. This ensures no one strip is longer than 10 inches (25.4 cm). Long materials will be shredded across the long edge to prevent jamming of shredder. Data density and secure volume standards are valid for all applicable destruction methods.
 - (b) Equipment and devices are best burned in a pyroletic furnace. If this is insufficient other means may be employed to prevent the classified information from being retrieved or reconstructed. See AR 380-5 for recommendations.
 - (c) Magnetic media. Clearing of media means erasing or overwriting all information on the media without the totality and finality of purging. The clearing procedure is not adequate to remove the media from the facility or downgrade the classification of the media. Purging or sanitizing of media means to erase or overwrite, totally and unequivocally, all information stored on the media. See AR 380-5 and AR 380-19 for approved destruction methods for magnetic media.
- b. Complete DA Form 3964 for TOP SECRET information. Records shall be dated and signed at the time of destruction.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to protect the classified material.

Note to the Trainer: If this task is to be evaluated during training, prepare and provide the soldier material, which is, classified "FOR TRAINING PURPOSES ONLY." Ensure the material is marked to this effect. The soldier must receive a GO on all items to successfully accomplish this task.

Performance Measures

GO NO GO

1. Identified classification of classified material.
2. Located and read the declassification and downgrading instructions.
3. Marked documents with all required identification and markings, or corrected incorrect markings.
4. Restricted access to classified information:
 - a. Determined the requirement for access before releasing classified material to other persons:
 - (1) Determined the need-to-know.
 - (2) Determined security clearance.

Performance Measures	GO	NO GO
<ul style="list-style-type: none"><li data-bbox="240 233 1230 541">b. Prevented unauthorized persons from gaining access to classified material.<ul style="list-style-type: none"><li data-bbox="289 317 1230 380">(1) Kept all classified documents under constant observation when removed from storage.<li data-bbox="289 386 1057 428">(2) Kept documents face down or covered when not in use.<li data-bbox="289 434 1230 497">(3) Took appropriate measures when uncleared personnel entered the work area.<li data-bbox="289 504 1045 546">(4) Placed appropriate cover sheets on classified material.<li data-bbox="180 552 1230 861">5. Safeguarded classified information and material in an open storage area.<ul style="list-style-type: none"><li data-bbox="240 604 716 646">a. Controlled perimeter or entrance.<li data-bbox="240 653 1127 695">b. Ensured constant surveillance of classified information/materials.<li data-bbox="240 701 1138 743">c. Used correct procedures when creating classified working papers.<li data-bbox="240 749 850 791">d. Limited reproduction of classified materials.<li data-bbox="240 798 1122 861">e. Developed or trained emergency control of classified information procedures.<li data-bbox="180 884 1230 1052">6. Complied with security regulations when discussing classified information.<ul style="list-style-type: none"><li data-bbox="240 936 1203 999">a. Refrained from classified and/or sensitive information on an unsecured telephone.<li data-bbox="240 1005 1203 1047">b. Used correct security procedures when presenting a classified briefing.<li data-bbox="180 1058 1230 1541">7. Protected classified information during transport.<ul style="list-style-type: none"><li data-bbox="240 1110 1154 1173">a. Did not remove classified information from official premises without proper authorizations.<li data-bbox="240 1180 1230 1453">b. Double wrapped classified materials with opaque envelopes or wrapping materials. Placed classification/sensitivity markings only on the inside layer. Attached or enclosed DA Form 3964 on the inner packet for Top Secret materials. Marked inner and outer envelopes/wrappings with complete sender's and receivers office addresses (not to individuals). Did not display classified materials during transport. Used only approved transportation methods and personnel.<li data-bbox="240 1480 1154 1543">c. Ensured TOP SECRET classified information remained in constant custody and protection of the courier at all times.<li data-bbox="180 1556 1230 1757">8. Protected classified information during transmission.<ul style="list-style-type: none"><li data-bbox="240 1608 1110 1671">a. Transmitted classified information and material according to the security classification level, as specified in AR 380-5.<li data-bbox="240 1680 1094 1743">b. Transmitted classified material by electronic transmission over encrypted secure lines approved by the NSA.		

Performance Measures	GO	NO GO
<ul style="list-style-type: none"><li data-bbox="240 239 1214 302">c. Ensured transmission had been authorized in writing by the appropriate contracting officer.<li data-bbox="240 323 1214 428">d. Ensured automated information systems had controls that prevented access by unauthorized persons while maintaining the integrity of the information. <p data-bbox="181 441 1214 504">9. Secured classified material in an appropriate security container, when not in use.</p> <ul style="list-style-type: none"><li data-bbox="240 525 834 554">a. Locked and/or checked security container.<li data-bbox="240 575 639 604">b. Initialed and dated SF 702.<li data-bbox="240 625 721 655">c. Turned sign to CLOSED position. <p data-bbox="181 676 1214 739">10. Took appropriate action upon discovery of an opened and unattended security container of classified materials.</p> <ul style="list-style-type: none"><li data-bbox="240 760 997 789">a. Kept the container or area under guard or surveillance.<li data-bbox="240 810 980 840">b. Notified one of the persons listed on part 1 of SF 700.<li data-bbox="240 861 1143 924">c. Inspected container and contents but ceased inspection to protect evidence if tampering was suspected.<li data-bbox="240 945 1214 1008">d. Reestablished security of container or contents to prevent compromise or further compromise. <p data-bbox="181 1029 1214 1092">11. Took appropriate action upon discovery of possible compromise of classified information.</p> <ul style="list-style-type: none"><li data-bbox="240 1113 1214 1197">a. Took custody of the unsecured information, safeguarded it, and immediately reported the compromise to their security manager, S2, or commanding officer.<li data-bbox="240 1218 1214 1281">b. As security manager, started a preliminary investigation and informed appropriate authorities. <p data-bbox="181 1302 1214 1365">12. Completed DA Form 3964, and determined best destruction method for documents and materials of various classifications.</p> <ul style="list-style-type: none"><li data-bbox="240 1386 753 1415">a. Listed three methods of destruction.<li data-bbox="240 1436 834 1465">b. Identified the two standards of destruction.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References**Required**

AR 380-5

DA Form 3964

SF 700

SF 702

SF 703

SF 704

SF 705

Unit SOP

Related

AR 380-19

301-S98-1051

Destroy Classified Information and Material

Conditions: Given a requirement to destroy classified material, a classified item to destroy, an approved destruction device, personnel with the proper security clearance, AR 380-5, and a DA Form 3964. The task will be performed under the scrutiny of properly cleared witnessing personnel.

Standards: Destroyed the document or material by burning, crosscut shredding, pulping, melting, pulverizing, chemical decomposition, or mutilation to afford a degree of destruction sufficient to preclude the recognition or reconstruction of the classified document IAW AR 380-5. Properly recorded the destruction IAW AR 380-5.

Performance Steps

1. Destroy the classified item completely to preclude recognition or reconstruction of the classified material.
 - a. Uses an approved destruction method IAW AR 380-5.
 - b. Ensures the residue particle size meets requirements of AR 380-5.
 - c. Ensures residue particle amount does not exceed secure volume amount as required by AR 380-5.
2. Fill out DA Form 3964, section A if original is not available (see figure 301-S98-1051-1).

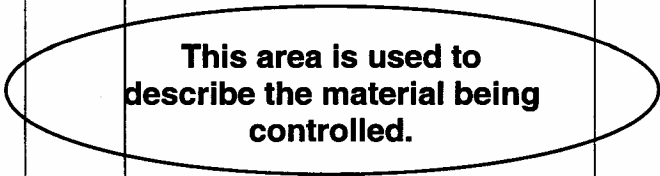
CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD					DATE	
<small>For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.</small>						
SECTION A - GENERAL						
TO:				FROM:		
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)		DATE OF DOCUMENT	ORIGINATOR
 <p>This area is used to describe the material being controlled.</p>						

Figure 301-S98-1051-1. DA Form 3964 Section A (Top Portion Only)

Performance Steps

3. Destroy classified material in presence of a witness (two witness requirement includes the destroyer and a second person to witness).
 - a. Destroyer and witness verify material to be destroyed is that which is annotated on the DA Form 3964.
 - b. Destroyer and witness verify material is properly destroyed IAW AR 380-5.
 - c. Destroyer fill out and sign section C of DA Form 3964.
 - d. Witness sign section C of DA Form 3964 (see figure 301-S98-1051-2).

SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)				
MATERIAL DESCRIBED HEREON HAS BEEN:				PAGE OR COPY NO
<input type="checkbox"/> DESTROYED				<input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP	SIGNATURE	
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.	SIGNATURE	
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE	
SECTION D - REPRODUCTION AUTHORITY				
NUMBER OR COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE		
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)				
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED		<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED		
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.				
DATE	PRINTED NAME, GRADE OR TITLE		SIGNATURE	
COMMENTS				
DA FORM 3964, JUL 79				
EDITION OF 1 NOV 72 IS OBSOLETE.				
USAPPC V2.00				

Figure 301-S98-1051-2. DA Form 3964 Section C (Bottom Portion Only)

4. Designated DA Form 3964 to be maintained for five years.
 - a. Provide the DA Form 3964 to document custodian or
 - b. Place the completed form in associated DA Form 3964 suspense file.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to destroy the designated classified information and/or material.

Note to the Trainer: If equipment is not available to be destroyed, have soldier simulate destruction.

Performance Measures

GO NO GO

1. Destroyed the classified item completely to preclude recognition or reconstruction of the classified material.
2. Completed DA Form 3964 section A if original was not available.
3. Destroyed classified material in presence of two witnesses to include completing DA Form 3964 section C.
4. Designated completed DA Form 3964 to be maintained for five years.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

AR 380-5

DA Form 3964

Related

Subject Area 3: Communications

301-98G-1101

Employ Communications Equipment

Conditions: Given unit-specific communications equipment, communications security (COMSEC) equipment and security fills, applicable training manuals (TMs), standing operating procedures (SOPs) and subordinate soldiers.

Standards: Setup, tore down, and operated unit-specific communications equipment IAW applicable TMs and/or unit SOP.

Performance Steps

1. Install battery or connect to power source.
2. Assemble in vehicle mount or manpack frame configuration as applicable.
3. Ensure all connections (handset, antenna, mount connections) are properly fastened.
4. Observe/run communications equipment self test of BIT as applicable.
5. Connect/operate using mobile antenna until stationary antenna is erected.
6. Select and/or load single channel frequency/frequencies as applicable.
7. Load frequency hopset (FH), synch time and COMSEC data IAW applicable TM, automated signals operating instructions (SOI) and/or unit SOP.
8. Set equipment for secure communications.
9. Enter net and perform communications check.
10. Perform late net entry.
 - a. Single channel radio operators use SOI instructions.
 - b. Frequency Hop radio operator will use Freq-Synch or CUE-ERF method.
11. Erect and/or connect stationary antenna IAW applicable TM, unit SOP and safety regulations.
12. Ensure COMSEC fills and equipment are secured IAW unit SOP.
13. Send message using appropriate alphanumeric and pro-words.
14. Verify content of radio messages.
 - a. Request sender to repeat any garbled transmissions.
 - b. Request read back of messages for confirmation.
 - c. Read back important information.
15. Maintain radio communications on mobile antenna/e during movement preparations.
16. Check/replace batteries as applicable.

Performance Steps

17. Properly tear down and store communications equipment.
 - a. Leave net in alphanumeric order.
 - b. Clear frequencies, hopsets and COMSEC.
 - c. Turn off power.
 - d. Disconnect antennae and cables as applicable.
 - e. Take down antenna/e in accordance with safety guidelines, unit SOP and associated TM.
 - f. Store communications equipment in accordance with unit SOP and associated TM.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to employ communications equipment. Tell the soldier what fills to load, what channels to use, and what his station subordination is.

Note to the Trainer: Ensure eye protection is worn during antenna set-up and the antenna is a safe distance away from power lines.

Performance Measures

GO NO GO

1. Installed battery or connected to power source.
2. Assembled in vehicle mount or manpack frame configuration as applicable.
3. Fastened all connectors properly IAW applicable TM and/or unit SOP.
4. Observed/ran communications equipment self test or BIT as applicable.
5. Connected/operated using mobile antenna until stationary antenna was erected.
6. Selected and/or loaded single channel frequency/frequencies as applicable.
7. Loaded FH, synch time and COMSEC data IAW applicable TM, automated SOI and or unit SOP.
8. Set equipment for secure communications.
9. Entered net and performed communications check.
10. Performed late net entry.
11. Erected and or connected stationary antenna IAW applicable TM, unit SOP and safety regulations.
12. Ensured COMSEC fills and equipment were secured IAW unit SOP.
13. Sent messages using appropriate alphanumeric and pro-words.
14. Verified content of radio messages.

Performance Measures**GO****NO GO**

15. Checked/replaced batteries as applicable.
16. Checked/replaced batteries as applicable.
17. Properly took down and stored communications equipment.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References**Required**

TM 11-5820-890-10-8

Related

TM 11-5810-256-12
TM 11-5810-329-10
TM 11-5820-358-10
TM 11-5820-890-10-1
TM 11-5820-890-10-3
TM 11-5820-890-10-7

Subject Area 4: Equipment**301-98G-1150****Employ Electronic Warfare (EW) Equipment**

Conditions: Given unit-specific electronic warfare (EW) equipment, operations order (OPORD), applicable training manual (TM) and unit standing operating procedures (SOPs).

Standards: Set up, operated and tore down unit-specific EW equipment IAW applicable TM and/or unit SOP.

Performance Steps

1. Locate equipment IAW equipment requirements followed by tactical survival requirements.
 - a. Determine antenna/e line of sight.
 - b. Avoid obstacles that may cause electronic interference.
 - (1) Examples of obstacles include: foliage, metal fencing, railroad tracks, and change in terrain (water-land, land water).
 - (2) Maintain safe distance from obstacles: 500 meters distance for each 15 meters of obstacle height.
 - c. Position equipment in cardinal directions as required.
 - d. Position equipment IAW available cover and concealment.
 - e. Position vehicles and equipment for rapid redeployment or recovery.
2. Secure vehicle for mounted EW systems.
 - a. Park vehicle on level areas or levels vehicle as appropriate.
 - b. Chock vehicle wheels (for stationary systems).
 - c. Ensure vehicle is in proper gear IAW applicable TM.
3. Ground system as applicable in accordance with associated TM and /or unit SOP.
4. Wear all protective items IAW applicable TM and/or unit SOP.
 - a. Eye protection for pointed objects (such as antenna elements).
 - b. Falling object protection (helmet) for erecting overhead objects (antenna and mast).
 - c. Hearing protection for generators, engines and other noise producing hazards.
5. Properly connect cabling IAW in accordance with applicable TM.
6. Activate power source.
7. Operate EW equipment IAW in rapid deployment mode.
 - a. Use mobile antenna until stationary antenna is setup.
 - b. Begin operations.
 - c. Conduct mobile operations as applicable.

Performance Steps

8. Setup remaining equipment as mission and safety allow.
9. Perform field expedient PMCS of equipment IAW applicable TMs.
10. Perform system BIT or manual testing as applicable.
11. Program equipment for EW operations as applicable.
 - a. Electronic attack (EA).
 - (1) Select barrage, intermittent, spot or other applicable type of jamming mode.
 - (2) Input list of individual frequencies to be jammed.
 - (3) Input list of frequency bands to be jammed.
 - (4) Select AM, FM, CW or other type of modulation.
 - (5) Select or input other parameters as applicable.
 - b. Electronic surveillance (ES).
 - (1) Program receivers with frequency, list of frequencies, or bands of frequencies as applicable.
 - (2) Set signal strength threshold level.
 - (3) Set bandwidth and modulation.
 - (4) Calibrate receivers and signal displays as applicable.
 - (5) Set search parameters for step size and dwell time as applicable.
 - (6) Set automatic or manual direction finding (DF) and recording as applicable.
12. Initiate EW operations against tasked target/s.
13. Adjust parameters as required to allow maximum effort against tasked targets.
14. Cease operations on notification by tasking authority or upon “stopjam” by friendly forces.
15. Obey all safety regulations and warnings.
16. Prepare mobile equipment for immediate movement IAW unit SOP.
17. Tear down stationary equipment for immediate movement IAW unit SOP.
18. Clear all tasking parameters from workstation as applicable.
19. Store equipment IAW applicable TM and unit SOP.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to employ EW equipment.

Note to the Trainer: Ensure all safety guidelines are adhered to. Ensure equipment is tuned to the authorized frequency prior to any radiation of power.

Performance Measures**GO** **NO GO**

1. Located equipment IAW equipment requirements followed by tactical survival requirements.
2. Secured vehicle for mounted EW systems.
3. Grounded system IAW applicable TM and/or unit SOP.
4. Wore all protective items IAW applicable TM and unit SOP.

Performance Measures	<u>GO</u>	<u>NO GO</u>
5. Properly connected cabling IAW applicable TM.		
6. Activated power source.		
7. Operated EW equipment in rapid deployment mode.		
8. Setup remaining equipment as mission and safety allowed.		
9. Performed field expedient PMCS of equipment IAW applicable TMs.		
10. Performed system BIT or manual testing as applicable.		
11. Programmed equipment for EW operations as applicable.		
12. Initiated EW operations against tasked target/s.		
13. Adjusted parameters as required allowing maximum effort against tasked target.		
14. Ceased operations on notification by tasking authority or upon "stopjam" by friendly forces.		
15. Obeyed all safety regulations and warnings.		
16. Prepared mobile equipment for immediate movement IAW unit SOP.		
17. Tore down stationary equipment IAW applicable TMs and unit SOP.		
18. Cleared all tasking parameters from workstation as applicable.		
19. Stored equipment IAW applicable TM and unit SOP.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

TM 32-5895-070-10

Related

TM 32-5811-902-10

TM 32-5825-001-10

TM 32-5865-301-10

Subject Area 6: Language Maintenance

301-98G-1350

Maintain Individual Foreign Language Proficiency to Meet Army Standards

Conditions: Given access to language materials and/or instruction.

Standards: Maintained or improved defense language proficiency test (DLPT) score to meet or exceed the current Army standard.

Performance Steps

1. Score minimum level of 2/2 on DLPT or oral proficiency interview (OPI) for MOS designated language (excluding special operation forces (SOF)).
2. Soldiers that did not achieve a 2/2 level score on DLPT/OPI participate in a unit sponsored remedial or significant training event.
3. Soldiers that did not achieve a 2/2 level score on DLPT/OPI retested in 6 months following a significant training event.
4. Utilize command language program facilities, learning aids and instruction on regularly scheduled and unscheduled basis.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to maintain their foreign language proficiency.

Note to the Trainer: The unit must provide the soldier with an opportunity to participate in language training events listed in these performance measures.

Performance Measures

GO **NO GO**

1. Soldier scored 2/2 on DLPT or OPI for MOS designated language (excluding SOF).
2. Soldiers that did not achieve a 2/2 on DLPT/OPI participated in a unit sponsored remedial or a significant language training event.
3. Soldiers that did not achieve a 2/2 level score on DLPT/OPI retested in 6 months following a significant training event.
4. Utilized command language program facilities, learning aids and instruction on a regularly scheduled and unscheduled basis.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

AR 350-16

AR 611-6

Related

Skill Level 2

Subject Area 2: Security

301-98G-2050

Supervise Destruction of Classified information and Material

Conditions: Given a requirement to destroy classified material, a classified item/s (at least one classified Top Secret) to destroy, an approved destruction device, personnel with the proper security clearance, AR 380-5 and DA Form 3964. The task will be performed under the scrutiny of properly cleared witnessing personnel.

Standards: Ensured personnel properly destroyed the information or material by burning, shredding, pulping, melting, pulverizing, chemical decomposition, or mutilation to afford a degree of destruction sufficient to preclude the recognition or reconstruction of the classified document. Ensured destruction was properly recorded IAW AR 380-5.

Performance Steps

1. Physically verify the classified item/s are completely destroyed to preclude recognition or reconstruction of the classified material.
 - a. Use an approved destruction method in accordance with AR 380-5.
 - b. Ensure the residue particle size meets requirements of AR 380-5.
 - c. Ensure residue particle amount does not exceed secure volume amount as required by AR 380-5.
2. Ensure two witnesses are present during destruction (destroyer and an additional witness).
3. Ensure destruction of materials classified Secret are accounted for on unit classified document control registers.

Performance Steps

4. Ensure the DA Form 3964 is properly filled out as required by AR 380-5 (Top Secret and other classified material as required by unit security manager).
 - a. Destroyer and witness verify material to be destroyed is that which is described on DA Form 3964 section A (see figure 301-98G-2050-1).

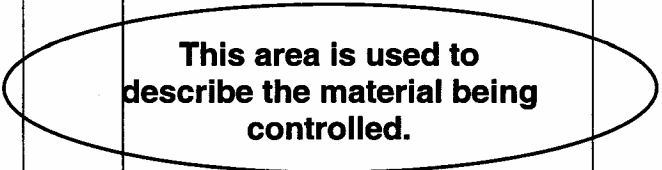
CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD					DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.						
SECTION A - GENERAL						
TO:				FROM:		
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)		DATE OF DOCUMENT	ORIGINATOR
 <p>This area is used to describe the material being controlled.</p>						

Figure 301-98G-2050-1. DA Form 3964 Section A (Top Portion Only)

- b. Destroyer and witness verify material has been properly destroyed in accordance with AR 380-5.
- c. Check the applicable check box in section C or DA Form 3964 (see figure 301-98G-2050-2).
- d. Destroyer and witness sign section C of DA Form 3964.

Performance Steps

SECTION C - DESTRUCTION CERTIFICATE <i>(Check appropriate block)</i>			
MATERIAL DESCRIBED HEREON HAS BEEN:			PAGE OR COPY NO
<input type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)			
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP	SIGNATURE
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.	SIGNATURE
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE
SECTION D - REPRODUCTION AUTHORITY			
NUMBER OR COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE	
SECTION E - RECEIPT/TRACER ACTION <i>(Check appropriate block)</i>			
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED		<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED	
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.			
DATE	PRINTED NAME, GRADE OR TITLE		SIGNATURE
COMMENTS			

DA FORM 3964, JUL 79 EDITION OF 1 NOV 72 IS OBSOLETE. USAPPC V2.00

Figure 301-98G-2050-2. DA Form 3964 Section C (Bottom Portion Only)

5. Ensure document custodian completes DA Form 3964 custodian (Top Secret and other classified material as required by unit security manager).
 - a. Document custodian completes information in Section C of DA Form 3964.
 - b. Document custodian signs in section C of DA Form 3964.
 - c. Document custodian maintains completed DA Form 3964 in appropriate suspense file.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise the destruction of classified information and material.

Performance Measures	<u>GO</u>	<u>NO GO</u>
-----------------------------	------------------	---------------------

1. Physically verified classified item/s were completely destroyed to preclude recognition or reconstruction of the classified material.
2. Ensured classified material was destroyed in the presence of two witnesses.
3. Ensured destruction of materials classified Secret was accounted for on unit classified document control registers.
4. Ensured DA Form 3964 was correctly completed as required by AR 380-5 (Top Secret and other classified materials as required by unit security manager).
5. Ensured document custodian completed DA Form 3964 (Top Secret and other classified materials as required by unit security manager).

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

AR 380-5

DA Form 3964

Related

301-98G-2051

Verify Proper Handling and Storage of Classified Information by Subordinates

Conditions: Given a filled-out SF 700, a completed DA Form 3964, AR 380-5, and a unit security standing operating procedures (SOPs).

Standards: Supervisor identified and corrected any discrepancies in security procedures IAW AR 380-5 and unit security SOP.

Performance Steps

1. Ensure part 1 and duplicate part 2 of SF 700 are filled in correctly (see figure 301-98G-2051-1).
 - a. Ensure items 1-8 are filled in with appropriate information.
 - b. Ensure item 9 is signed by the person who changes/changed the combination.
 - c. Ensure item 10 information is filled in and current.

The image shows Standard Form 700 (Security Container Information). On the left, it says 'U.S. GOVERNMENT PRINTING OFFICE: 1988-209-437'. The form is divided into several sections:

- SECURITY CONTAINER INFORMATION INSTRUCTIONS:**
 - COMPLETE PART 1 AND PART 2A (ON END OF FLAP).
 - DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.
 - MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.
 - DETACH PART 2A AND INSERT IN ENVELOPE.
 - SEE PRIVACY ACT STATEMENT ON REVERSE.
- 1. ATTACH TO INSIDE OF CONTAINER:**

1. AREA OR POST (if required)	2. BUILDING (if required)	3. ROOM NO.
4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	5. CONTAINER NO.	
6. MFG. & TYPE CONTAINER	7. MFG & TYPE LOCK	8. DATE COMBINATION CHANGED
9. NAME AND SIGNATURE OF PERSON MAKING CHANGE		
- 10. Immediately notify one of the following persons, if this container is found open and unattended.**

EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
- 2A. INSERT IN ENVELOPE:**

CONTAINER NUMBER _____

COMBINATION

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

_____ turns to the (Right) (Left) stop at _____

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.

UNCLASSIFIED UPON CHANGE OF COMBINATION.

2A INSERT IN ENVELOPE **SF 700 (8-85)**
Prescribed by GSA/500 32 CFR 2003

At the bottom, it says 'STANDARD FORM 700 (8-85) Prescribed by GSA/500 32 CFR 2003'.

Figure 301-98G-2051-1. Standard Form 700 (Security Container Information)

2. Ensure part 2 and 2A are stamped with the classification marking equivalent to that of the highest classification of material that is secured in the container.
3. Ensure part 2A is annotated with the correct combination.
4. Ensure SF 700 is correctly posted and controlled.
 - a. Ensure SF 700 is posted inside of the locked security container against the front of the drawer or door.
 - b. Observe part 2A is placed inside the part 2 envelope.
 - c. If part 2A contains a combination for access to Top Secret material, ensure it is controlled as a Top Secret document except that a DA Form 969 (Top Secret Document Record) is not required.
5. Ensure DA Form 3964 section A is filled in properly.

Performance Steps

6. Ensure the DA Form 3964 section A material description accurately describes the material it controls (see figure 301-98G-2051-2).

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD					DATE	
<small>For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.</small>						
SECTION A - GENERAL						
TO:				FROM:		
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)	DATE OF DOCUMENT	ORIGINATOR	

Figure 301-98G-2051-2. DA Form 3964 Section A (Top Portion Only)

7. Ensure all offices or personnel that route the document have or will properly fill in and sign section B of the DA Form 3964 (see figure 301-98G-2051-3).

SECTION B - ROUTING				
TO	COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON	
			PRINTED NAME	SIGNATURE
1.				
2.				
3.				
4.				
5.				

Figure 301-98G-2051-3. DA Form 3964 Section B (Center Portion Only)

Performance Steps

8. Ensure proper destruction accountability.
 - a. Document destruction witnessed by destroyer and second witness.
 - b. DA Form 3964 section C destruction certificate is filled in properly (see figure 301-98G-2051-4).
 - c. DA Form 3964 maintained for five years.
9. Ensure reproduction authority properly fills in section D when copying is authorized (see figure 301-98G-2051-4).

SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)			
MATERIAL DESCRIBED HEREON HAS BEEN:			PAGE OR COPY NO
<input type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)			
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP	SIGNATURE
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.	SIGNATURE
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE
SECTION D - REPRODUCTION AUTHORITY			
NUMBER OR COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE	
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)			
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED		<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED	
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.			
DATE	PRINTED NAME, GRADE OR TITLE		SIGNATURE
COMMENTS			

DA FORM 3964, JUL 79

EDITION OF 1 NOV 72 IS OBSOLETE.

USAPPC V2.00

Figure 301-98G-2051-4. DA Form 3964 Section C, D, and E (Bottom Portion Only)

10. Ensure section E of DA Form 3964 is and signed as applicable (see figure 301-98G-2051-4).
 - a. Check RECEIPT OF DOCUMENTS ACKNOWLEDGED when items are received.
 - b. Check TRACER ACTION when a receipt has not been received following the sending of classified material.
 - c. Check DOCUMENTS HAVE NOT BEEN I in reply to a TRACER ACTION when material has not been received.
11. Verify a copy is sent to sender upon completion of DA Form 3964.
12. Verify copies are scheduled to be maintained for five years.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to verify proper handling and storage of classified information by subordinates.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured part 1 and duplicate part 2 of SF 700 were filled in correctly.		
2. Ensured part 2 and 2A of SF 700 were stamped with the classification marking equivalent to that of the highest classification of material that was secured in the container.		
3. Ensured SF 700 part 2A was annotated with the correct combination.		
4. Ensured SF 700 was correctly posted and controlled. <ul style="list-style-type: none"> a. Part 1 posted properly in container. b. Part 2A sealed in part 2 envelope. c. Part 2 and 2A controlled according to classification. 		
5. Ensured section A of DA Form 3964 was filled in properly.		
6. Ensured section A description accurately describes the material it controls.		
7. Ensured all offices or personnel that routed the document properly filled in section B of DA Form 3964.		
8. Ensured section C of DA Form 3964 was completed when documents were destroyed.		
9. Ensured section D of DA Form 3964 was filled in by reproduction authority before copies were made.		
10. Ensured section E of DA Form 3964 was filled in and signed as applicable.		
11. Verified a receipt copy was sent to the sender upon completion of the DA Form 3964.		
12. Verified copies were scheduled to be maintained for five years.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required
AR 380-5
SF 700

Related

301-98G-2052

Receipt/Transfer Classified Material

Conditions: Given classified material that has been received or will be transferred and accessed to AR 380-5, AR 25-400-2 or DA Pam 25-400-2; DA Form 455 (Mail and Document Register), DA Form 969, and DA Form 3964; *SF 703, SF 704, or SF 705; local directives; standard office supplies and equipment.

Standards: Received or transferred the classified material IAW AR 380-5.

Performance Steps

1. Receipting classified material:
 - a. Properly receive the packaged material.
 - (1) Compare the identity of the incoming packaged material with the information entered on the accompanying return receipt (if any) and verify they agree.
 - (2) Examine the outer package for signs of tampering.
 - (3) Determine the packaged material has been received by the headquarters to which addressed.
 - (4) Sign for the packaged material if there are no discrepancies.
 - (5) Notify the supervisor if there are any discrepancies.
 - (6) Open the outer package and examine the inner package to ensure the addresses on the inner and outer packages agree, and examine the inner package for signs of tampering.
 - b. Properly receipt for the classified material.
 - (1) Open the inner package to examine the contents.
 - (2) Attach the appropriate cover sheet to the classified document(s).
 - (3) Compare the classified material with the information entered on the accompanying classified document receipt, such as DA Form 3964 (see figure 301-98G-2052-1).
 - (4) Notify the supervisor and/or the issuing agency if there are any discrepancies.
 - (5) Sign for the classified material by completing the classified document receipt.
 - (6) Return the proper copy of the classified document receipt to the originator.
 - (7) File the remaining copy of the classified document receipt IAW local directives and AR 25-400-2.
 - c. Safeguard the classified material IAW AR 380-5 and local directives.

Performance Steps

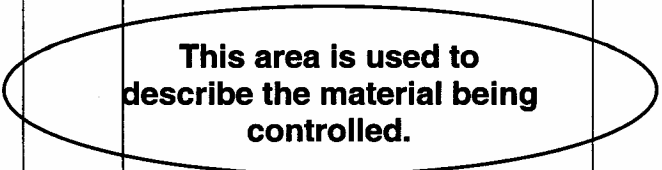
CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD					DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.						
SECTION A - GENERAL						
TO:				FROM:		
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)	DATE OF DOCUMENT	ORIGINATOR	
 <p>This area is used to describe the material being controlled.</p>						

Figure 301-98G-2052-1. DA Form 3964 Section A (Top Portion Only)

2. Transfer classified material:
 - a. Determine if a classified document receipt is required on the basis of the classification of the material and the means of transmission.
 - b. If a classified document receipt has already been prepared, compare the information on the classified document receipt and verify it agrees with the identity of the classified material.
 - c. Notify the supervisor of any discrepancies.
 - d. If a classified document receipt has not been prepared, prepare the classified document receipt to correctly identify the classified material to be transferred IAW AR 380-5 and local directives.
 - e. Prepare the remaining portion(s) of the classified document receipt for proper routing and transfer.
 - f. Retain copies of the classified document receipt for file and forward copies with the classified material as prescribed by AR 380-5 and local directives. (For Top Secret material, retain DA Form 969 with the file copy.)
 - g. Prepare and package the classified material for transfer.
 - (1) Based upon bulk/weight/size of the classified material, obtain the proper size of opaque (inner and outer) envelopes or a container and heavy wrapping paper.
 - (2) Remove cover sheets and other extraneous items from the classified material.
 - (3) Enclose the classified material in an inner envelope or container; then fold or package the classified written information so the written text is not in direct contact with the inner envelope or container.

Performance Steps

- (4) Enclose copies of the classified document receipt in the inner envelope or container or attach them to the inner envelope or wrapped container.
- (5) Carefully seal the inner envelope or wrapped container.
- (6) Enter appropriate information on the inner envelope or wrapped container.
 - (a) Mailing address.
 - (b) Return address of sender.
 - (c) Classification of classified material.
 - (d) "Restricted Data" marking (if applicable).
 - (e) Any applicable handling instructions.
- (7) Enclose and seal the inner envelope or wrapped container in an outer envelope or wrapping.
- (8) Enter appropriate information on the outer envelope or wrapping.
 - (a) Mailing address.
 - (b) Return address of sender.
 - (c) Other endorsements/markings/stamped impressions as required by AR 380-5 and local directives.
- h. Transfer the classified material by courier service or U.S. Postal Service (registered/certified/first class). The means of transmission depending upon such conditions as—
 - (1) Classification of the material.
 - (2) Route.
 - (3) Carrier.
 - (4) Destination.
- i. Establish and maintain a follow-up system to determine if the addressee received the classified material.
 - (1) Maintain record (file) copies of retained classified document receipts.
 - (2) File the signed copy of the classified document receipt from the addressee showing the classified material has been received.
 - (3) Initiate a tracer action (after a reasonable period of time) if the addressee has not returned a signed copy of the classified document receipt (showing receipt of the classified material).

Evaluation Preparation: Supervisors may evaluate task performance by two methods. They can have the soldier do the task on the job or take the performance test. The supervisor may evaluate the soldier by either or both methods. To evaluate a soldier's performance on the job, the soldier should perform the task using the materials listed in the above conditions statement. When the soldier completes the task, the supervisor uses the evaluation guide to score the soldier pass (P) or fail (F) on each performance measure. If the soldier does not perform the task on the job, the supervisor may conduct an evaluation by having the soldier take the performance test. (You may use facsimile classified material in lieu of actual classified documents.)

Note: The following adhesive labels are also available for removable automatic data processing and word processing storage media: SF 706 (orange Top Secret label); SF 707 (red Secret label); SF 708 (blue Confidential label); SF 710 (green Unclassified label).

Performance Measures	GO	NO GO
<p>1. Received classified material:</p> <p>a. Properly received the packaged material.</p> <p>(1) Verified the identity of the incoming packaged material matched the information entered on the accompanying return receipt (if any).</p> <p>(2) Examined the package for signs of tampering.</p> <p>(3) Determined the packaged material had been received by the headquarters to which addressed.</p> <p>(4) Signed for the packaged material if there were no discrepancies.</p> <p>(5) Notified the supervisor if there were any discrepancies.</p> <p>(6) Opened the outer package and examined the inner package to ensure the addresses on the inner and outer packages agree and examined the inner package for signs of tampering.</p> <p>b. Properly receipted for the classified material.</p> <p>(1) Examined the contents of the inner package.</p> <p>(2) Attached the appropriate cover sheet to the classified document(s).</p> <p>(3) Compared the classified material with the information entered on the accompanying classified document receipt, such as DA Form 3964.</p> <p>(4) Notified the supervisor and/or the issuing agency if there were any discrepancies.</p> <p>(5) Signed for the classified material by completing the classified document receipt.</p> <p>(6) Returned the proper copy of the classified document receipt to the originator.</p> <p>(7) Filed the remaining copy of the classified document receipt IAW local directives and AR 25-400-2.</p> <p>c. Safeguarded the classified material IAW AR 380-5 and local directives.</p>		
<p>2. Transferred classified material:</p> <p>a. Determined if a classified document receipt was required on the basis of the classification of the material and the means of transmission.</p> <p>b. If a classified document receipt had already been prepared, verified the information on the classified document receipt matched the classified material.</p> <p>c. Notified the supervisor of any discrepancies.</p>		

Performance Measures	GO	NO GO
<ul style="list-style-type: none">d. If a classified document receipt had not been prepared, prepared the classified document receipt to correctly identify the classified material to be transferred IAW AR 380-5 and local directives.e. Prepared the remaining portion(s) of the classified document receipt for proper routing and transfer.f. Retained copies of the classified document receipt for file and forward copies with the classified material as prescribed by AR 380-5 and local directives. (For Top Secret material, retain DA Form 969 with the file copy.)g. Prepared and packaged the classified material for transfer.<ul style="list-style-type: none">(1) Based upon bulk/weight/size of the classified material, obtained the proper size of opaque (inner and outer) envelopes or a container and heavy wrapping paper.(2) Removed cover sheets and other extraneous items from the classified material.(3) Enclosed the classified material in an inner envelope or container; then fold or package the classified written information so the written text is not in direct contact with the inner envelope or container.(4) Enclosed copies of the classified document receipt in the inner envelope or container or attached them to the inner envelope or wrapped container.(5) Carefully sealed the inner envelope or wrapped container.(6) Entered mailing addresses, classification of enclosed material and other applicable markings on the inner envelope or wrapped container.(7) Enclosed and sealed the inner envelope or wrapped container in an outer envelope or wrapping.(8) Entered mailing addresses, applicable endorsements and stampings on the outer envelope or wrapping.h. Transferred the classified material by authorized courier service or U.S. Postal Service (registered/certified/first class).i. Maintained a follow-up system to determine if the addressee received the classified material:<ul style="list-style-type: none">(1) Maintained record (file) copies of retained classified document receipts.(2) Filed the signed copy of the classified document receipt from the addressee showing the classified material had been received.(3) Initiated a tracer action (after a reasonable period of time) if the addressee had not returned a signed copy of the classified document receipt (showing receipt of the classified material).		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References**Required**

AR 25-400-2

AR 380-5

DA Form 3964

DA Form 455

DA Form 969

DA Pam 25-400-2

SF 703

SF 704

SF 705

Related

AG0101

AG0622

AR 340-18

IS3005

QM3061

SS9937

Subject Area 3: Communications**301-98G-2100****Supervise Setup of Communications Equipment**

Conditions: Given unit-specific communications equipment, applicable training manuals (TMs), unit standing operating procedures (SOPs), and subordinate soldiers.

Standards: Ensured proper setup of unit-specific communications equipment IAW applicable TMs and/or unit SOP.

Performance Steps

1. Ensures all connectors are properly fastened IAW applicable TM and /or unit SOP.
2. Ensures mobile/whip antenna is connected.
3. Ensures frequencies, FH and COMSEC data are properly loaded IAW applicable TM and/or unit SOP.
4. Observes results of communications equipment self test or BIT.
5. Observes as operator enters net and performs communications check.
 - a. Operator performs late net entry.
 - b. Operator performs CUE – ERF as applicable.
 - c. Operator verifies voice communications with another site.
6. Observe that stationary antennae are erected IAW applicable TM, safety regulations and /or unit SOP.
7. Observe operator switches to stationary antenna.
8. Ensures ANCD and other cryptologic equipment is secured IAW unit SOP.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise setup of communications equipment.

Performance Measures

GO**NO GO**

1. Ensured all connectors were properly fastened IAW applicable TM and/or unit SOP.
2. Ensured mobile/whip antenna was connected.
3. Ensured frequencies, FH and COMSEC data were properly loaded.
4. Observed results of communications equipment self test or BIT.
5. Observed as operator entered net and performed communications check.
6. Observed stationary antenna/e were erected IAW applicable TM, safety regulations and/of unit SOP.

Performance Measures**GO****NO GO**

7. Observed operator switched to stationary antenna/e.
8. Ensured ANCD and other cryptologic equipment was secured IAW unit SOP.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References**Required**

TM 11-5810-329-10

Related

TM 11-5820-890-10-1

TM 11-5820-890-10-3

TM 11-5820-890-10-7

TM 11-5820-890-10-8

TM 11-5985-357-13

301-98G-2101**Supervise Operation of Communications Equipment**

Conditions: Given operating unit-specific communications equipment, applicable training manuals (TMs), unit standing operating procedures (SOPs), and subordinate soldiers.

Standards: Ensured proper operation of unit-specific communications equipment IAW applicable TMs and/or unit SOP.

Performance Steps

1. Ensure correct frequencies and/or hopsets are being used IAW unit SOP and/or SOI.
2. Ensure operators properly enter a net.
 - a. Use proper call signs.
 - b. Respond to net call in alphanumeric sequence.
 - c. Perform late net entry.
3. Observe operators sending messages using appropriate alphanumeric and pro-words.
4. Ensure operators verify content of received radio messages.
 - a. Operators ask sender to say again any garbled transmission.
 - b. Operators read back messages for confirmation.
5. Ensure operators leave net in alphanumeric sequence.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise the operation of communications equipment.

Performance Measures**GO** **NO GO**

1. Ensured correct frequencies and/or hopsets were used IAW unit SO and/or automated SOI.
2. Ensured operators properly entered a net.
3. Observed operators sending messages using appropriate alphanumeric and pro-words.
4. Ensured operators verified content of received radio messages.
5. Ensured operators left net in alphanumeric sequence.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

ACP 125 US Suppl-1

Related

ACP 125(E)

FM 6-02.72

FM 11-65

FM 24-18

FM 24-19

GTA 11-01-006

GTA 11-01-007

GTA 11-03-054

STP 11-31C13-SM-TG

TM 11-5820-890-10-3

TM 11-5820-890-10-8

TM 11-5820-890-10-4

301-98G-2102**Supervise Teardown of Communications Equipment**

Conditions: Given setup unit-specific communications equipment, applicable training manuals (TMs), unit standing operating procedures (SOPs), and subordinate soldiers.

Standards: Ensured proper teardown of unit-specific communications equipment IAW applicable TMs and/or unit SOP.

Performance Steps

1. Ensure mobile/whip antenna is connected.
2. Ensure communications equipment is operating using the whip antenna.
3. Observe stationary antennas are taken down IAW applicable TM, safety regulations and/or unit SOP.
4. Ensure antenna/e are properly packed.
5. Observe operator leaves net before turning off communications equipment.
6. Ensure frequencies, FH and COMSEC data are cleared IAW applicable TM and/or unit SOP.
7. Observe communications set power is turned off.
8. Ensure power and other applicable connectors are disconnected IAW applicable TM and/or unit SOP.
9. Ensure communications equipment is secured for movement.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise teardown of communications equipment.

Performance Measures**GO NO GO**

1. Ensured mobile/whip antenna was connected.
2. Ensured communications equipment was operated using the whip antenna.
3. Observed stationary antenna/e were taken down IAW applicable TM, safety regulations and/or unit SOP.
4. Ensured antenna/e were properly packed.
5. Observed operator left net before turning off communications equipment.
6. Ensured frequencies, FH and COMSEC data were cleared IAW applicable TM and/or unit SOP.
7. Observed communications set power was turned off.
8. Ensured power and other connectors were disconnected IAW applicable TMs and/or unit SOP.
9. Ensured communications equipment was secured for movement.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References**Required****Related**

FM 11-32

FM 24-18

FM 24-19

STP 11-31C13-SM-TG

TM 11-5820-890-10-3

TM 11-5820-890-10-8

TM 11-5820-890-10-4

Subject Area 4: Equipment

301-98G-2150

Supervise Setup of Electronic Warfare (EW) Equipment

Conditions: Given unit-specific electronic warfare (EW) equipment, applicable technical manuals (TMs), unit standing operating procedures (SOPs), target line-of-sight (LOS) and subordinate soldiers.

Standards: Ensured proper setup of unit-specific EW equipment IAW applicable TMs and/or unit SOP.

Performance Steps

1. Ensure soldiers utilize required safety equipment IAW applicable TMs and/or unit SOP.
2. Ensure vehicles are aligned per system requirements or tactically IAW applicable TMs and or unit SOP.
3. Ensure EW equipment is properly grounded IAW applicable TMs and or unit SOP before it is powered on.
4. Ensure EW equipment is placed into partial operation at earliest opportunity.
5. Observe equipment is placed into partial operation at earliest opportunity.
6. Observe equipment is assembled and tested in sequence IAW applicable TM.
7. Observe large antenna/e are erected after operations have commenced using mobile/whip antenna.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise the setup of EW equipment.

Performance Measures

GO NO GO

1. Ensured soldiers utilized required safety equipment IAW applicable TMs and /or unit SOP.
2. Ensured vehicles were aligned per system requirements or tactically IAW applicable TMs and/or unit SOP.
3. Ensured EW equipment was properly grounded IAW applicable TMs and/or unit SOP before system is powered on.
4. Ensured EW equipment was placed into partial operation at earliest opportunity.
5. Observed equipment operations were conducted safely during and following setup.

Performance Measures**GO****NO GO**

6. Observed equipment is assembled and tested IAW applicable TM.
7. Observed stationary antenna/e were erected after operations had commenced using mobile/whip antenna/e.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References**Required**

TM 32-5811-902-10
TM 32-5865-301-10
TM 32-5825-001-10

Related

TM 32-5865-005-10
TM 32-5895-070-10

301-98G-2151**Supervise Operation of Electronic Warfare (EW) Equipment**

Conditions: Given unit-specific electronic warfare (EW) equipment, tasking, applicable training manuals (TMs), unit standing operating procedures (SOPs), and subordinate soldiers.

Standards: Ensured proper operation of unit-specific EW equipment IAW applicable training manuals (TMs) and/or unit SOPs.

Performance Steps

1. Ensure soldiers observe all safety requirements.
2. Ensure vehicles are aligned per system requirements.
3. Ensure EW equipment is properly setup and powered on.
4. Commence operations using mobile equipment, as other equipment is still being setup.
5. Observe field PMCS and/or equipment operation built in tests (BIT) are performed as applicable.
6. Ensure equipment parameters are set IAW tasking.
7. Ensure stopjam frequency is monitored during jamming operations.
8. Observe monitoring of frequencies for target activity.
9. Perform tasking on assigned targets.
 - a. Perform electronic surveillance (collection, direction finding, monitoring).
 - b. Perform EA (jamming, imitative communications deception, meaconing, etc.).
10. Task preparation of equipment for immediate movement following EA.
11. Continue mission with mobile equipment during movement preparation as applicable.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise the operation of EW equipment.

Performance Measures**GO NO GO**

1. Ensured soldiers observed all safety guidelines.
2. Ensured vehicles were aligned per system requirements.
3. Ensured EW equipment was properly setup and powered on.
4. Commenced operations using mobile equipment, as other equipment was still being setup.
5. Observed field PMCS and/or equipment BIT was performed as applicable.
6. Ensured system parameters were set IAW tasking.
7. Ensured stopjam frequency was monitored during jamming operations.

Performance Measures	GO	NO GO
8. Observed monitoring of frequencies for target activity.		
9. Monitored/performed tasking against assigned targets.		
10. Tasked the preparation of equipment for movement immediately following EA.		
11. Continued mission with mobile equipment during movement preparation IAW tasking.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

TM 32-5825-001-10

301-98G-2152

Supervise Tear-Down of Electronic Warfare (EW) Equipment

Conditions: Given unit-specific EW equipment, applicable training manuals (TMs), unit standing operating procedures (SOPs), mission orders and subordinate soldiers.

Standards: Ensured proper teardown of unit-specific EW equipment IAW applicable TMs and/or unit SOP.

Performance Steps

1. Ensure stationary antennae are taken down as early as mission and safety allow.
2. Ensure the EW system is placed in mobile mode as applicable.
 - a. Ensure mobile power source is utilized while preparing to move.
 - b. Ensure cabling/wire connections to ground or non-mobile equipment are disconnected.
3. Ensure that once EW operations are mobile or terminated that external is fully taken down.
4. Ensure system settings are cleared on completion of operations.
5. Ensure all equipment is packed properly.
 - a. Ensure cables, wires and ropes are not tangled.
 - b. Ensure antenna elements are not bent.
 - c. Ensure all items are packed for rapid setup at next location.
6. Ensure time requirements set forth in applicable TMs and/or unit SOP are met.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise the teardown of EW equipment.

Note to the Trainer: Select either end of mission or change of mission orders and provide as part of conditions.

Performance Measures

GO NO GO

1. Ensured stationary antennas were taken down as early as mission and safety allowed.
2. Ensured the EW system was placed in mobile mode as applicable.
3. Ensured that once EW operations were mobile or terminated that external equipment was fully taken down.
4. Ensured system settings were cleared on completion of operations.
5. Ensured all equipment was packed properly.
6. Ensured time requirements set forth in applicable TMs and/or unit SOP were met.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

Subject Area 8: Tactical Operations**301-98G-2300****Determine the Layout of a Tactical Site (AD, KP, RU, QB)**

Conditions: Given a pre-selected location for site installation, location of target/s, limitations and capabilities of the equipment and personnel assigned to an electronic support/electronic attack (ES/EA) team, ES/EA equipment and unit standing operating procedures (SOPs).

Standards: Sketched a layout plan of the tactical site IAW FM 34-80 chapter 5.

Performance Steps

1. Identify site defenses and obstacles.
 - a. Identify mine fields.
 - b. Identify egress, ingress and maneuver routes.
 - c. Identify areas for fighting positions and fields of fire.
2. Identify position of primary mission equipment and/or antenna.
 - a. Identify line of sight with target antenna/e.
 - b. Identify any obstacles to radio transmission of reception.
 - (1) Examples of obstacles include: foliage, metal fencing, railroad tracks, change in terrain (water-land, land water).
 - (2) Maintain safe distance from obstacles: 500 meters distance for each 15 meters of obstacle height.
 - c. Select or create a level area for system.
 - d. Place equipment on a cardinal direction as required.
 - e. Setup system no higher than the military crest of the hill.
 - f. Raise antenna above ridge line.
3. Ensure all site equipment and personnel are or will be protected from enemy fire and observation.
 - a. Locations should have cover as a priority.
 - b. Secondary to cover, conceal equipment and personnel.
 - c. Attempt to setup antenna in such a manner that it blends into scenery.
4. Determine placement of communications antenna and equipment.
 - a. Line of sight with supported unit.
 - b. Line of sight with lateral MI teams and units.
 - c. Antenna placement must be careful to avoid multipath transmissions and electromagnetic flux (ducting, co-channel interference, etc.).
5. Locate generators at safe distance away from operations and sleep areas.

Performance Steps	
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6. Locate fuel point at safe distance away from equipment and sleep areas.
 - a. Create a leak proof pit or storage area.
 - b. Place fire-fighting equipment within 10 meters of fuel point.
7. Identify troop billeting areas.
 - a. Billets should be located near perimeter defense points.
 - b. Billets should not be located near vehicles or vehicle paths.
8. Locate sanitary facilities in accordance with unit SOP.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to determine and sketch the layout of a tactical site to be located at the pre-selected location.

Performance Measures	GO	NO GO
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1. Identified site defenses and obstacles.
2. Identified position of primary mission equipment and/or antenna.
3. Identified positions providing cover as priority and/or concealment as a secondary consideration.
4. Determined placement of communications antenna/e and equipment.
5. Located generator/s at a safe distance away from operations and sleep areas as applicable.
6. Located fuel point co-located with fire fighting equipment.
7. Identified troop billeting area/s.
8. Located sanitary facilities in accordance with unit SOP.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required
FM 34-80

Related

301-98G-2301

Perform Map Reconnaissance to Determine an Electronic Warfare (EW) Site

Conditions: Given a map with tactical overlays of the area of operation, mission tasking, proposed site locations, and unit standing operating procedures (SOPs).

Standards: Selected a site, which satisfied the tactical, and technical requirements IAW FM 34-80 chapter 5 and FM 34-45 chapter 6.

Performance Steps

1. Identify tasking requirements.
2. Determine target area field of view for proposed sites.
3. Determine if sites provide cover and concealment.
 - a. System should be located on military crest of hill.
 - b. Antenna should rise above ridge line.
 - c. Use higher terrain to rear to mask antenna silhouette.
4. Determine if sites will permit line of sight communications with supported and parent organization sites.
5. Determine if sites will permit line of sight communications with other netted EW equipment sites.
6. Determine if sites have adequate ingress and egress routes.
 - a. Routes should lead away from primary direction of threat.
 - b. Vehicles traveling routes should not be visible from primary direction of threat.
7. Determine if sites have good security.
 - a. Determine if friendly maneuver unit support is available.
 - b. Determine site defenses and egress reaction time.
8. Select sites free of electronic interference.
 - a. Power lines.
 - b. Friendly electronic equipment.
 - c. Transmission towers.
 - d. Other ground clutter.
9. Identify sites that are near support elements.
 - a. Logistical support.
 - b. Communications.
 - c. POL, food service, medical.

Performance Steps

10. Determine which friendly unit/s that control the area must be coordinated with.
 - a. Site may be reserved.
 - b. Site may be occupied.
 - c. Defenses must be coordinated.
 - d. Maneuver routes must be authorized.
11. Select site/s that provide the best combinations of LOS, security, access, logistical support and lack of electronic interference.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to perform map reconnaissance to determine an electronic warfare site.

Performance Measures

GO **NO GO**

1. Identified tasking requirements.
2. Determined target area field of view for proposed sites.
3. Determined if sites provided cover and concealment.
4. Determined if sites had communications LOS with supported and parent organization sites.
5. Determined if sites had communications LOS with other netted EW equipment sites.
6. Determined if sites had adequate ingress and egress routes.
7. Determined if sites had good security.
8. Identified sites free of electronic interference.
9. Identified sites that were near support elements.
10. Determined what friendly unit/s that control that area should be contacted.
11. Selected site/s that provided the best combination of LOS, security, access, logistical support and were free of electronic interference.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required
 FM 34-45
 FM 34-80

Related

Skill Level 3

Subject Area 6: Language Maintenance

301-98G-3252

Supervise Linguists in a Language Training Program

Conditions: Given unit training schedule, assigned linguists, designated language instructors, foreign language training materials and command language program (CLP) standing operating procedures (SOPs).

Standards: Ensured integration of sufficient language training time into training schedule IAW applicable Army regulations. Monitored student attendance and progress. Ensured instruction and language training materials were designed to raise the linguists' proficiency level to meet or exceed Army standards.

Performance Steps

1. Coordinate with CLP manager for facilities, language training materials and instructor availability.
2. Coordinate with command staff as necessary to reserve training time that will coincide with CLP support.
3. Ensure language training is scheduled on long and short term training schedules.
4. Ensure scheduled language training is sufficient to allow soldiers to build on base skills.
5. Ensure soldiers attend language training.
6. Monitor training progress of soldiers.
7. Monitor DLPT results.
8. Ensure language training continues during field exercises and deployments.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to supervise linguists in a language training program.

Performance Measures

GO NO GO

1. Coordinated with CLP manager for facilities, language training materials and instructor availability.
2. Coordinated with command staff as necessary to reserve training time that would coincide with CLP support.
3. Ensured language training was scheduled on long and short term training schedules.

Performance Measures	<u>GO</u>	<u>NO GO</u>
4. Ensured language training time was sufficient to allow soldiers to build on base skills.		
5. Ensured soldiers attended language training.		
6. Monitored training progress of soldiers.		
7. Monitored DLPT results.		
8. Ensured language training continued during field exercises and deployments.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

AR 350-16

AR 611-6

Related

Subject Area 7: Collection Management**301-98G-3250****Recommend Adjustments to Tasking**

Conditions: Given a change in mission requirements, which results in a collection gap and FM 34-2.

Standards: Recommended adjustments to tasking that eliminated gaps in tasking IAW FM 34-2, Collection Management and Synchronization.

Performance Steps

1. Identify which requirements have been fulfilled.
2. Identify why other requirements have not been fulfilled.
 - a. Lack of collectable intelligence.
 - b. Lack of intelligence assets.
 - c. Over tasking of intelligence assets.
 - d. Intelligence information is not collectable with current assets.
3. Determine if unfulfilled requirements can be satisfied.
4. Determine how requirements can be satisfied with possible tasking changes.
5. Make recommendations to collection manager.
 - a. Confer on redirecting assets currently assigned to completed tasking.
 - b. Confer on redirecting assets that are not capable of fulfilling assigned tasks.
 - c. Confer on use of external assets that are capable of fulfilling the tasking.
 - d. Confer on future requirements based on synchronization matrix.
 - e. Recommend changes to current tasking that will optimize asset to requirement tasking.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to recommend adjustments to tasking.

Performance Measures

GO **NO GO**

1. Identified which requirements had been fulfilled.
2. Identified why other requirements had not been fulfilled.
3. Determined if unfulfilled requirements could be satisfied.
4. Determined how requirements could be satisfied with possible tasking changes.
5. Made recommendations to collection manager.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

FM 34-2

FM 34-45

301-98G-3251**Implement Electronic Support/Electronic Attack (ES/EA) Operations**

Conditions: Given a signal intelligence (SIGINT) mission, OPORD EW annex and/or high payoff target (HPT) list and/or attack guidance matrix, and ES/EA tasking.

Standards: Executed ES/EA operations IAW mission tasking and FM 34-45.

Performance Steps

1. As a member of the commander's targeting team decide which targets need to be collected and which require EA.
 - a. Determine which targets are most important to the opposing force.
 - b. Decide if information gained from target communications is more important than allowing the target to receive the information.
 - c. Decide if and when the commander requires EA to accomplish mission.
 - d. As the operation continues use collection management to assist ES/EA target development.
 - e. Determine if target is on the HPT list, OPORD EW annex or the attack guidance matrix (AGM).
 - f. Determine type and power of EA based upon target signal power and affect on non-target communications.
2. Deploy ES and EA assets to detect HPTs.
 - a. Use ES and EA assets to cross-queue one another.
 - b. Have ES assets determine location, signal strength and frequency of targets.
3. Deliver EA against target/s on order.
 - a. Initiate spot, barrage or intermittent jamming as directed.
 - b. Direct ES toward location of target receiver based on ES direction finding results.
 - c. Conduct other than jamming forms of EA as ordered.
4. Direct ES assets to monitor effectiveness of jamming.
 - a. Determine how effectively the enemy maintains/maintained communications.
 - b. Cross queue the EA team if target frequency changes.
 - c. Determine the affect of communications outages of the target.
 - d. Determine if further EA will be effective against target.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to implement electronic support/electronic attack operations.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. As a member of the commander's targeting team, decided which targets needed to be collected and which required EA.		
2. Deployed ES and EA assets to detect HPTs.		
3. Delivered EA against target/s on order.		
4. Directed ES assets to monitor effectiveness of jamming.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

FM 34-45

Related

TM 11-5825-278-12-2

TM 11-5825-278-12-3

TM 32-5825-001-10

Subject Area 8: Tactical Operations**113-573-6001****Recognize Electronic Attack (EA) and Implement Electronic Protection (EP)**

Conditions: Given a radio set, applicable operator's technical manual, FM 24-1, FM 24-33, and unit SOI extract.

Standards: Standards were met when determined that electronic warfare was directed at your station and electronic counter-countermeasures (ECCM) were employed for continued operation.

Performance Steps

1. Introduction. A close relationship exists between ECCM and COMSEC. Both defensive arts are based on the same principle. An enemy who does not have access to our essential elements of friendly information (EEFI) is a much less effective foe. The major goal of COMSEC is to ensure that friendly use of the electromagnetic spectrum for communications is by the enemy. The major goal of practicing sound ECCM techniques is to ensure the continued use of the electromagnetic spectrum. ECCM techniques are designed to ensure commanders some degree of confidence in the continued use of these techniques. Our objective must be to ensure that all communications equipment can be employed effectively by tactical commanders in spite of the enemy's concerted efforts to degrade such communications to the enemy's tactical advantage. The modification and the development of equipment to make our communications less susceptible to enemy exploitation are expensive processes. Equipment is being developed and fielded which will provide an answer to some of ECCM problems. Commanders, staff, planners, and operators remain responsible for security and continued operation of all communications equipment.
 - a. Operators of communications equipment must be taught what jamming and deception can do to communications. They must be made aware that incorrect operating procedures can jeopardize the unit's mission and ultimately increase unit casualties. Preventive and remedial ECCM techniques must be employed instinctively. Maintenance personnel must be made aware that unauthorized or improperly applied modifications may cause equipment to develop peculiar characteristics, which can be readily identified by the enemy.
 - b. ECCM should be preventive in nature. ECCM should be planned and applied to force the enemy to commit more jamming, interception and deception resources to a target than it is worth, or is available. ECCM techniques must also be applied to force the enemy to doubt the effectiveness of the enemy's jamming and deception efforts.
 - c. Before we can begin to prevent electronic countermeasures (ECM), we must first be certain of what we are trying to prevent.

Performance Steps

- (1)** Jamming is the deliberate radiation, reradiating, or reflection of electromagnetic energy with the object of impairing the use of electronic devices, equipment, or systems. The enemy conducts jamming operations against us to prevent us from effectively employing our radios, radars, navigational aids (NAVAIDS), satellites, and electro-optics. Obvious jamming is normally very simple to detect. The more commonly used jamming signals of this type are described below. Do not try to memorize them; just be aware that these and others exist. When experiencing a jamming incident, it is much more important to recognize it and take action to overcome it than to identify it formally.

 - (a)** Random noise. It is random in amplitude and frequency. It is similar to normal background noise and can be used to degrade all types of signals.
 - (b)** Stepped tones. These are tones transmitted in increasing and decreasing pitch. They resemble the sound of bagpipes.
 - (c)** Spark. The spark is easily produced and is one of the most effective forms of jamming. Bursts are of short duration and high intensity. Sparks are repeated at a rapid rate and are effective in disrupting all types of communications.
 - (d)** Gulls. The gull signal is generated by a quick rise and a slow fall of a variable radio frequency and is similar to the cry of a sea gull.
 - (e)** Random pulse. In this type of interference, pulses of varying amplitude, duration, and rate are generated and transmitted. Random pulses are used to disrupt teletypewriter, radar, and all types of data transmission systems.
 - (f)** Wobbler. The wobbler is a single frequency, which is modulated by a low and slowly varying tone. The result is a howling sound, which causes a nuisance on voice radio communications.
 - (g)** Recorded sounds. Any audible sound, especially of a variable nature, can be used to distract radio operators and disrupt communications. Examples of sounds include: music, screams, applause whistles, machinery noise, and laughter.
 - (h)** Preamble jamming. This type of jamming occurs when the synchronization tone of speech security equipment is broadcast over the operating frequency of secure radio sets. Preamble jamming results in radios being locked in the receive mode. It is especially effective when employed against radio nets using speech security devices.
 - (i)** Subtle jamming. This type of jamming is not obvious at all. With subtle jamming, no sound is heard from our receivers. They cannot receive incoming friendly signals, but everybody appears normal to the radio operator.
- (2)** Meaconing. This is a system of receiving radio beacon signals from NAVAIDS and rebroadcasting them on the same frequency to confuse navigation. The enemy conducts meaconing operations against us to prevent our ships and aircraft from arriving at their intended targets or destinations.

Performance Steps

- (3) **Intrusion.** Intentional insertion of electromagnetic energy into transmission paths with the objective of deceiving equipment operators or causing confusion. The enemy conducts intrusion operations against us by inserting false information into our receiver paths. This false information may consist of voice instructions, ghost targets, coordinates for fire missions, or even rebroadcasting of prerecorded data transmissions.
 - (4) **Interference.** Interference is any electrical disturbance, which causes undesirable responses in electronic equipment. As a MIJI term, interference refers to the unintentional disruption of the use of radios, radars, NAVAIDS, satellites, and electro-optics. This interference may be of friendly, enemy, or atmospheric origin. For example, a civilian radio broadcast interrupting military communications is interference.
2. **Communications protective measures.**
 - a. **Considerations.** Properly applied ECCM techniques will deny valuable intelligence sources to the enemy and eliminate much of the threat that he poses to our combat operations. The following discussion describes practical ways to protect communications systems.
 - b. The siting of the transmitting antenna is critical in the ECCM process. Before making a decision about a proposed site for either a single-channel or multichannel antenna, there are two basic questions to answer:
 - (1) Are communications possible from the proposed site?
 - (2) Are there enough natural obstacles between the site and the enemy to mask transmission?
 - c. The final decision on site selection will often be a tradeoff between the answers to these two questions. The communications mission must have first priority in determining the actual antenna sites. There are additional actions that must be taken to limit the enemy's chances of interception and location successes. Transmitters and antennas should be located away from the headquarters. The two locations should be separated by more than 1 kilometer (0.62 mile). Erroneous radio frequency direction (RFD) data used in conjunction with observation data may favor the targeting of a decoy site instead of the actual transmitter site. This ploy depends upon good camouflage at the actual site. Transmitters grouped in one area indicate the relative value of the headquarters. Directional antennas reduce radiation exposure to enemy receivers and enhance the intended signal. (For instruction on directional antennas, refer to TC 24-21.)
 - d. Use the lowest possible transmitter power output. Power means less radiated power reaches the enemy and thus increases his difficulty in applying ECM.
 - e. Use only approved code systems. Never use unauthorized (homemade) codes. Use of non-NSA generated codes can provide a false COMSEC sense of security that can be exploited by enemy radio intercept operators. Only when absolutely necessary should traffic be passed in the clear.
 - f. Rather than assuming equipment is defective, assume that it is operational. Operators must not contact other stations for equipment checks simply because no message has been transmitted in a set time frame.

Evaluation Preparation: Setup: A radio set operating in a radio net with interference applied to the system.

Brief soldier: Tell the soldier to ensure that he is applying proper tactics to the jamming system.

Performance Measures	GO	NO GO
1. Determined if ECM was being employed. <ul style="list-style-type: none"> a. Checked for accidental or unintentional interference. (Refer to FM 24-33.) b. Checked for intentional interference. (Refer to FM 24-33.) 		
2. Initiated operator's procedures. (Refer to FM 24-1 and FM 24-33.) <ul style="list-style-type: none"> a. Checked the equipment ground to ensure that the interference was not caused by a buildup of static electricity. b. Disconnected the antenna. c. Identified the type of sound. d. Moved the receiver or reorient the antenna, if possible, and listened or looked for variations in the strength of the disturbance. e. Tuned the receiver above or below the normal frequency. If such detuning causes the intensity of the interfering signal to drop sharply, it can be assumed that the interference is the result of spot jamming. 		
3. Identified jamming signals. (Refer to FM 24-33.)		
4. Employed antijamming measures. (Refer to FM 24-1.)		

Note: Antijamming measures are designed to allow radio operators to work effectively through intentional interference. Regardless of the nature of the interfering signal, radio operators WILL NOT reveal in the clear the possibility or success of enemy jamming.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

FM 24-1

FM 24-33

Unit SOI

Related

FM 24-18

TC 24-21

301-98G-3151**Prepare Equipment Destruction Plan**

Conditions: Given personnel, fixed or portable electronic warfare equipment, classified storage containers and appropriate destruction devices.

Standards: Wrote an equipment destruction plan IAW AR 380-5 which included: prioritized destruction requirements for all equipment and storage containers, personnel designated to destruction teams, appropriate destruction devices assigned to equipment/storage containers, and destruction schedule based on deadline minus (such as D – 1 hour) time.

Performance Steps

1. Designate each piece of EW equipment and classified storage container to a destruction priority level.
2. Designate personnel to destruction teams.
3. Determine what destructive devices are reserved to destroy the EW equipment and security container contents.
4. Determine how long it will take to destroy the equipment with available destruction devices.
5. Determine schedule by which each priority of equipment and storage container will be destroyed.
 - a. Schedule highest priority to earliest scheduled time.
 - b. Schedule lowest priority to latest scheduled time.
 - c. Schedule should work backward from the expected time of security loss (D).
 - d. Example: D –11, destroy priority 1, D –9, destroy priority 2, D-6 etc.
 - e. Insure sufficient time to complete destruction of material at each priority level.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to prepare an equipment destruction plan.

Performance Measures**GO NO GO**

1. Designated each piece of equipment and classified container to a destruction priority level.
2. Designated personnel to destruction teams.
3. Determined what destructive devices were reserved to destroy the equipment and security container contents.
4. Determined how much time it took to destroy the materials with available destruction devices.
5. Determined schedule by which each priority of equipment and storage container will be destroyed.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required
AR 380-5

Related

301-98G-3300**Select a Site for Tactical Deployment (AD, KP, RU, QB)**

Conditions: Given a map with tactical overlays of the area of operation, mission tasking and proposed site locations.

Standards: Selected a site that satisfied the tactical and technical requirements for tactical deployment. Sketched the site for in depth site layout planning IAW FM 34-45.

Performance Steps

1. Select general deployment areas.
 - a. Review maneuver unit's scheme of fire and maneuver.
 - b. Conduct a map reconnaissance.
2. Select potential operations sites based on—
 - a. Elevation.
 - b. Multiple ingress and egress routes.
 - c. Line of sight for target and friendly communications.
 - d. Minimal terrain masking and interference.
3. Confirm security in area of operations.
 - a. Confirm current enemy activity in area.
 - b. Confirm known enemy objectives in or through area.
 - c. Confirm maneuver unit security in area.
4. Conduct site recon to determine primary, secondary and alternate site locations.
5. Coordinate with maneuver unit commander.
 - a. Coordinate times and routes for deployment.
 - b. Coordinate operations sites.
 - c. Coordinate security.
 - d. Coordinate communications procedures.
 - e. Coordinate logistical support.
6. Select tactical deployment site based on—
 - a. Site operational capabilities.
 - b. Site security confidence.
 - c. Results of coordinating with maneuver unit commander.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to select a site for tactical deployment.

Performance Measures	<u>GO</u>	<u>NO GO</u>
<ol style="list-style-type: none"> 1. Selected general deployment areas using map reconnaissance and maneuver units' scheme of maneuver and fire information. 2. Selected potential operations sites based on operational requirements. 3. Confirmed security in area of operations. 4. Conducted site recon to determine primary, secondary and alternate site locations. 5. Coordinated with maneuver unit commander. <ol style="list-style-type: none"> a. Coordinated times and routes for deployment. b. Coordinated operations sites. c. Coordinated security. d. Coordinated communications procedures. e. Coordinated logistical support. 6. Selected tactical deployment site based on— <ol style="list-style-type: none"> a. Site operational capabilities. b. Site security confidence. c. Results of coordination with maneuver unit commander. 		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

FM 34-45

Related

FM 34-80

301-98G-3301**Determine the Logistical Requirements of an Electronic Support/Electronic Attack (ES/EA) Team**

Conditions: Given the limitations and capabilities of equipment and personnel assigned to an ES/EA team, mission tasking, FM 34-80, and unit standing operating procedures (SOPs).

Standards: Determined the logistical requirements that were consistent with mission tasking, unit SOP and FM 34-80.

Performance Steps

1. Identify the fuel requirements for the team to perform the mission.
 - a. Determine prime mover travel according to average mileage per gallon.
 - b. Determine prime mover equipment operation by hours per gallon as applicable.
 - c. Determine generator fuel requirements by hours per gallon as applicable.
 - d. Determine chase vehicle and other non-prime vehicle travel according to average mileage per gallon.
 - e. Determine fuel requirements for heating devices based on fuel consumption data.
2. Determine oil, filter and lubricants utilized by ES/EA team.
 - a. Identify oils and lubricants utilized by ES/EA equipment.
 - b. Determine requirements for filter replacement based on applicable manuals.
 - c. Identify usage rate based on equipment history and/or applicable manuals.
3. Identify meal ration and water requirements of ES/EA team.
 - a. Identify number of personnel on team.
 - b. Identify estimated duration of mission to include deployment and recovery time.
 - c. Identify availability of field mess facilities.
 - d. Identify water requirement by monitoring consumption at ES/EA team site.
4. Determine expendable supply requirements for ES/EA team.
 - a. Unit SOP may have this requirement predetermined.
 - b. Operational materials such as recording media, paper, pens, pencils.
 - c. Sundries and medical.
 - d. Ammunition.
 - e. Other (such as special weather items).

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to determine the logistical support requirements of an ES/EA team.

Performance Measures	GO	NO GO
1. Determined the fuel requirements for the team to perform the mission.		
2. Determined oil, filter and lubrication of the ES/EA team.		
3. Identified meal ration and water requirements of ES/EA team.		
4. Determined expendable supply requirements for ES/EA team.		

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required

Related

FM 34-80

Skill Level 4

Subject Area 7: Collection Management

301-98G-4256

Plan Electronic Support/Electronic Attack (ES/EA) Operations

Conditions: Given a signals intelligence (SIGINT) mission, collection tasking, list of equipment availability and list of personnel availability.

Standards: Planned mission coverage using all available assets to maximize ES/EA productivity IAW FM 34-80.

Performance Steps

1. Create a redundancy and resource matrix with applicable information areas (see figure 301-98G-4256-1).
 - a. Create tasking, tasking schedule and tasking priority information areas.
 - b. List available equipment, and equipment status on the matrix.
 - c. List other information such as operator availability.

Priority	Tasking	Schedule	Equipment	Status	Other

Figure 301-98G-4256-1. Example Tasking Redundancy Matrix

2. Determine the priority of tasking when assigning assets to tasking.
 - a. Higher priority tasks will be provided assets first.
 - b. Assets assigned to lower priority tasks may have to be reassigned when higher priority tasking must be accomplished.
3. Determine equipment and operator status based on mission and long term tasking.
 - a. Operations manager or team leaders maintain equipment status and duty roster.
 - b. Leave and other planned absences must be approved in advance.
 - c. Team leaders plan logistics such as scheduled maintenance and supplies.
 - d. Collection manager is made aware of equipment and personnel status.

Performance Steps

4. Cross reference each category to determine which assets to assign to one or more taskings.
5. Update collection plan as status or tasking changes.

Evaluation Preparation: Provide the soldier with the materials listed in the conditions statement. Tell the soldier to plan electronic support/electronic attack operations.

Performance Measures**GO NO GO**

1. Created a redundancy and resource matrix with applicable information areas.
2. Determined priority of tasking when assigning tasking to assets.
3. Determined equipment and operator status based on mission and long term tasking.
4. Cross referenced each category to determine which assets to assign to one or more taskings.
5. Updated collection plan as status or tasking changed.

Evaluation Guidance: Mark each performance measure either GO or NO GO. Mark the soldier GO if all performance measures are passed. All measures must be marked GO to receive an overall GO on the task. Mark the soldier NO GO if any performance measure is failed. If the soldier is marked NO GO, show him what was done wrong and how to do it correctly.

References

Required
FM 34-80

Related
FM 3-0
FM 34-45

Chapter 4

Duty Position Tasks

4-1. MAJOR DUTIES. The cryptologic linguist performs and supervises detection, acquisition, location, identification and exploitation of foreign communications at all echelons using signals intelligence/electronic warfare (SIGINT/EW) collection and location systems. The cryptologic linguist copies, translates, transcribes, gists or produces summaries of foreign communication transmissions. Performs collection management as needed to support mission requirements. Duties for MOS 98G at each skill level are—

a. MOSC 98G10. Identifies foreign communications in an assigned geographic area and categorizes signals by activity type. Extracts essential elements of information from foreign transmissions to support mission reporting requirements. Scans written foreign communications material for key words and indicators. Recognizes changes in transmission modes and tips the appropriate analytical or intercept authority. Provides translation expertise to analysts. Provides written records, hand copied or gisted, of intercepted foreign communications. Operates systems as needed to support SIGINT tasking, reporting and coordination.

b. MOSC 98G20. Performs duties shown in preceding skill level and provides guidance to subordinate soldiers. Supervises team level foreign communications processing operations. Intercepts, identifies, and records foreign communications transmissions. Operates systems configured to collect and produce written records of foreign communications. Translates and transcribes foreign communication intercepts.

c. MOSC 98G30. Performs duties shown in preceding skill levels and provides guidance to subordinate soldiers. Collects and simultaneously produces on-line activity records of foreign communications transmissions containing complex technical terminology, syntax and conversational structures. Supervises communications signal collection and processing activities and determines priorities. Identifies and performs limited analysis on communications signals. Implements SIGINT emergency action plans. Supervises squad level communication intercept operations. Provides quality control of SIGINT products. MOSC 98G3L only. Serves as unit Command Language Program Manager.

d. MOSC 98G40. Performs duties shown in preceding skill levels and provides guidance to subordinate soldiers. Supervises communications intercept and processing of complex foreign communications transmissions. Refines Essential Elements of Information requirements for identification and extraction. Determines (ES/EA) requirements for supported units. Supervises collection management. Coordinates collection activities with other disciplines.

4-2. PHYSICAL DEMANDS, QUALIFICATIONS, AND ADDITIONAL SKILL IDENTIFIERS. The cryptologic linguists must possess the following qualifications:

a. Physical demands rating and qualifications for initial award of MOS. Cryptologic linguists must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 222121.
- (3) Normal color vision.

- (4) Qualifying Scores.
 - (a) A minimum score of 95 in aptitude area ST on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
- (5) A minimum score of 95 in aptitude area ST.
- (6) The soldier must meet TOP SECRET (TS) security clearance and Sensitive Compartmented Information (SCI) access eligibility requirements. An interim TS clearance with SCI access meets this requirement.
- (7) A high school graduate or equivalent prior to entry onto active duty.
- (8) Meet hearing acuity test standards per AR 40-501 (table 7-1).
- (9) A qualifying score of 100 on the Audio Perception Test (APT).
- (10) Demonstrates clear enunciation and comprehension of English and good Standard English grammar skills.
- (11) A qualifying score on the Defense Language Aptitude Battery (DLAB) as prescribed by AR 611-6 or a qualifying score of L2-R2 (listening-reading) on the Defense Language Proficiency Test (DLPT) in a required and documented foreign language for 98GL (language). If initial DLPT score is below L2-R2, the DLAB must be administered.
- (12) Never been a member of the U.S. Peace Corps, except as specified in AR 614-200 (paragraph 3-2).
- (13) No information in military personnel, Provost Marshal, intelligence, or medical records that would prevent the granting of a security clearance under AR 380-67 (paragraph 3.401.a).
- (14) No record of conviction by court-martial.
- (15) No record of conviction by a civil court for any offense other than minor traffic violations.
- (16) Must be a U.S. citizen.
- (17) Soldier and spouse must not have immediate family members who reside in a country within whose boundaries physical or mental coercion is known to be common practice, either against—
 - (a) Persons accused of or acting in the interest of the U.S.
 - (b) The relatives of such persons to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. Immediate family for both soldier and spouse includes blood and stepparents, spouse, children, sisters, brothers, any sole living blood relative, or a person in loco parentis per AR 600-8-10.
- (18) Have neither commercial nor vested interest in a country within whose boundaries physical or mental coercion is known to be a common practice against persons acting in the interests of the U.S. This requirement applies to the soldier's spouse as well.
- (19) Meet career management and development criteria contained in AR 614-200 and DA Pam 351-4.

(20) Formal training (completion of MOS 98G course under the auspices of USAIC&FH, Ft Huachuca, AZ) mandatory. For 98GL, must complete formal language training with required DLPT score IAW AR 611-6 or meet the civilian acquired skills criteria for MOS listed in AR 601-210 prior to attending MOS training.

(21) Be advised that due to the nature of training and assignments, temporary restrictions may be placed on foreign travel both during and after the term of service.

b. Additional skill identifiers.

(1) C8—Transcribing/Gisting. (Use with SQI L only.)

(2) P5—Master Fitness Trainer.

(3) 2B—Air Assault (personnel only).

(4) 2S—Battle Staff Operations (skill level 3 and above).

(5) 4A—Reclassification Training.

(6) 5W—Jumpmaster (personnel only).

(7) 6T—Military Auditor (Reserve Component personnel only).

(8) 8P—Competitive Parachutist (skill levels 2-4 personnel only).

c. Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) Table 10-98G-1. Physical requirements.

(2) Table 10-98G-2. Standards of grade TOE/MTOE.

(3) Table 10-98G-3. Standards of grade TDA.

Appendix A

Volume II Critical Task List

98G Soldiers Training Publication Volume II Critical Task List		
301-98G-1003	301-808-1357	301-808-3362
301-98G-1004	301-808-1358	301-808-3363
301-98G-1005	301-808-1359	301-808-3364
301-98G-1007	301-808-1360	301-809-1350
301-98G-1008	301-808-1361	301-809-1351
301-S98-1052	301-808-1362	301-809-1352
301-98G-1200	301-808-1362	301-809-1353
301-98G-1201	301-808-1363	301-809-1354
301-S98-6001	301-808-1364	301-809-1355
301-S98-6002	301-808-1365	301-809-1356
301-S98-6003	301-808-1366	301-809-1357
301-98G-2000	301-808-1367	301-809-1358
301-98G-2200	301-808-1368	301-809-1359
301-98G-2201	301-808-1369	301-809-1360
301-S98-3058	301-808-1370	301-809-1361
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301-98G-2350	301-808-1375	301-809-1366
301-98G-3200	301-808-1376	301-809-1367
301-S98-6350	301-808-1377	301-809-1368
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301-98G-3350	301-808-1379	301-809-1370
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301-808-1352	301-808-3357	301-810-1354
301-808-1353	301-808-3358	301-810-1355
301-808-1354	301-808-3359	301-810-1356
301-808-1355	301-808-3360	301-810-1357
301-808-1356	301-808-3361	301-810-1358
301-810-1359	301-811-2352	301-812-1377
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301-810-1367	301-811-3351	301-812-1385
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301-811-1354	301-812-1355	301-813-1352
301-811-1355	301-812-1356	301-813-1353
301-811-1356	301-812-1357	301-813-1354
301-811-1357	301-812-1358	301-813-1355

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301-811-1359	301-812-1360	301-813-1357
301-811-1360	301-812-1361	301-813-1358
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301-813-2355	301-813-3350	301-813-3355
301-813-2356	301-813-3351	301-813-3356
301-813-2357	301-813-3352	301-813-3357
301-813-2358	301-813-3353	
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Glossary

A/A	air to air
AC	active component; assistant commandant; alternating current
ACE	air combat element (NATO); analysis and control element; aviation combat element (USMC)
ACR	armored cavalry regiment
ACT	analysis control team
AD	air defense; armored division
AE	aerial exploitation
AN	annually
AR	Army regulation; armor
ATC	air traffic control; army training center
BI	background investigation
CE	command element; communications electronics
CEP	circular error probable; circular error of probability
chap	chapter
CI	counterintelligence; combat intelligence
cm	centimeter
CM	collection management
CO	commanding officer
COMINT	communications intelligence
COMSEC	communications security
cont	continued
CRI	criterion-referenced instruction
crypto	cryptographic
CS	combat support
DA	Department of the Army
DE	directed energy
decl	declassify
DF	direction finding
div	division
DL	distance learning
doc	document
DOD	Department of Defense
DS	direct support
EA	engagement area; electronic attack; emergency action
ECCM	electronic counter-countermeasures (term replaced by EP – electronic protection)

ECM	electronic countermeasures (term replaced by EA – electronic attack)
EEFI	essential elements of friendly information
EEI	essential elements of information
EP	electronic protection
ES	electronic support
ET	embedded training
EW	electronic warfare
FM	field manual; frequency modulated/modulation
freq	frequency
G1	assistant chief of staff, personnel
G2	assistant chief of staff, intelligence
G3	assistant chief of staff, operations
ghz	gigahertz
GS	general support
HF	high frequency
HPT	high-payoff target
HQ	headquarters
HQDA	Headquarters Department of the Army
hz	hertz
IAW	in accordance with
ID	identification; infantry division
IED	imitative electromagnetic deception
IF	intermediate frequency
INF	infantry
INFO	information addressee
init	initialize
intel	intelligence
IO	information operations; information objective
IPT	intelligence preparation of the theater
IR	information requirements
KL	kleilight
LO	lubrication order; law and order; Slovakia
long	longitude
LOS	line of sight
LP	lesson plan
maint	maintenance
MCS	maneuver control system; master control station; master control set; mission control system
mech	mechanized

mhz	megahertz
MI	military intelligence
MIJI	meaconing, interference, jamming, and intrusion
mil	military
min	minimum
MO	monthly
MOS	military occupational specialty
MSE	multiple subscriber equipment; mission support element
NA	not applicable
NAV	navigation; naval
NG	National Guard
NSA	National Security Agency
OIC	officer in charge
OP	observation post
OPORD	operation order
org	organization
pam	pamphlet
PIR	priority intelligence requirements
PMCS	preventive maintenance checks and services
POL	petroleum, oil, and lubricants
pos	position
PTO	power take off
RAC	risk assessment code
RC	Reserve Component; remote control
recon	reconnaissance
ref	reference
reg	regiment
RF	radio frequency
RI	request for information
RSR	resource status report
S2	battalion intelligence officer
SAT	systems approach to training
SATCOM	satellite communications
sec	section; second
SHF	super-high frequency
SIGINT	signals intelligence
SM	soldier's manual; service member
SO	special operations; Somalia

SOF	special operations forces
SOI	signal operating instructions
SOP	standing operating procedures
SP	start point; self-propelled
SR	supply route
SSI	special skill identifier; signal supplemental instructions
STP	soldier training publication
TA	target area
TAC	tactical command post; tactical (artillery, naval gunfire, and close air support) (graphics)
TACREP	tactical report
TC	training circular
TD	target development
TE	tactical exploitation
TEC	training extension course
tech	technical
TG	trainer's guide; training guidance
TIA	training impact analysis
TIO	training information outline
TM	technical manual; training manual
TR	U.S. Army Training and Doctrine Command regulation
TRAC	U.S. Army Training and Doctrine Command Analysis Center
trans	transportation; transcription
TS	Top Secret
TV	television
U.S.	United States
UHF	ultrahigh frequency
UI	unidentified
USSID	United States Signal Intelligence Directive
VHF	very high frequency
vol	volume
Z	Zulu time

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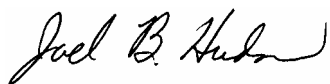
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