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The Commander's Battle Staff Handbook: An Introduction to Staff Functional Area Duties for New Battalion Staff Officers.

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Corporate Author : ARMY RESEARCH INST FOR THE BEHAVIORAL AND SOCIAL SCIENCES ALEXANDRIA VA

Personal Author(s) : Pleban, Robert J ; Thompson, Thomas J ; Valentine, Patrick J

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Abstract : This report describes the development and evaluation of the (battalion)

Commander's Battle Staff Handbook. The handbook provides a quick-fix familiarization for each staff functional area. Relevant doctrine and a realistic job preview are incorporated with reference material to allow an officer to get started as a staff member. Checklists are presented to guide the expectations of each staff member and to assist them in determining the information they need from their battalion commander and from each other to accomplish mission planning, preparation, and execution. Draft versions of the handbook were provided to 185 soldiers serving in combat arms, combat service support, and National Guard units and to military planners and observer controllers from the Joint Readiness Training Center and the National Training Center. Survey findings indicate that the handbook was well received by the respondents. Staff members who used the handbook to prepare for combat training center rotation found it to be a useful guide for staff actions in both the field and the garrison. They also felt that the handbook was a valuable tool to inform the individual staff member of his responsibilities and duties. Staff functional area training, Staff synchronization, Maneuver battalion, Battalion staff training.

Descriptors : *BATTALION LEVEL ORGANIZATIONS , *ARMY PERSONNEL , *ARMY TRAINING , *MILITARY DOCTRINE , *MILITARY COMMANDERS , NATIONAL GUARD , WARFARE , PREPARATION , TRAINING , TOOLS , MATERIALS , SURVEYS , MISSIONS , MANEUVERS , HANDBOOKS , ROTATION , DOCTRINE

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8725 John J. Kingman Road, Fort Belvoir, VA 22060-6218

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