



U.S. ARMY

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# Host Unit Best Practices & Lessons Learned



Phase	Best Practices/Lessons Learned
<p><b>Planning</b></p>	<ul style="list-style-type: none"> <li>• The earlier the planning process begins, the better</li> <li>• Utilize the EFMB Planning Workbook (see EFMB website) to determine lane resources and personnel required for your expected candidate population</li> <li>• Smaller candidate populations allow for more hands-on time with equipment and one-on-one time with evaluators</li> <li>• Identify key leadership earlier on in the planning process for better planning and preparation</li> <li>• Ensure Test Board Members, OICs, NCOICs, and evaluators read the relevant sections of AMEDDC&amp;S HRCoE PAM 350-10 and AMEDDC&amp;S HRCoE PAM 350-10 Policy Update Memorandum, dated 27FEB21 prior to establishing their events/lanes,</li> <li>• Initiate dialog with the EFMB Test Control Office (TCO) early on, and maintain communication throughout the planning process</li> <li>• Send Requests for Information (RFIs) as they come; no need to compile a list</li> <li>• Ensure that units are sending the same able-bodied support personnel for the duration of EFMB, and that they don't have competing requirements (i.e. appointments, child care issues, inventories, etc.) during the tasked period</li> <li>• Schedule 1-2 weeks for the lane cadre to set up their lanes, conduct run-throughs, and practice grading prior to candidate arrival; the more time the better</li> <li>• Order supplies early on in the planning phase</li> <li>• Send Test Board members' EFMB orders and land navigation point and lane workbook to TCO for pre-validation prior to validation</li> <li>• Providing showers and an A-M-A meal schedule boosts the candidates' morale if you are opting to have a Logistical Support Area (LSA)</li> <li>• Forgoing an LSA greatly reduces the overall cost of the event, but requires more extensive transportation planning and sensitive item storage/issue each day</li> </ul>

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<p><b>Validation</b></p>	<ul style="list-style-type: none"> <li>Utilize the EFMB validation checklists (see EFMB website) to ensure your site is prepared for TCO validation</li> <li>Ensure the test board conducts a thorough internal validation prior to TCO arrival</li> <li>Be open to changes during the validation process; the TCO will provide guidance and recommendations based on the standards in the PAM and lessons learned from previous sites</li> <li>Establish a study hall schedule prior to standardization; this allows cadre to plan ahead for the days they need to stay at the site later</li> </ul>
<p><b>Standardization</b></p>	<ul style="list-style-type: none"> <li>Continue to be open to guidance and recommendations from the TCO; not everything can be observed during validation</li> <li>Compile a list of candidate questions and brief all candidates the answers at once to ensure they all get the same information</li> <li>Maximizing standardization days typically leads to higher pass rates</li> <li>Encourage VIPs to come during standardization, rather than during testing</li> </ul>
<p><b>Testing</b></p>	<ul style="list-style-type: none"> <li>Ensure all event leadership understand their roles and responsibilities in the rebuttal process</li> <li>Utilize a roving rebuttal board</li> <li>Designate a Platoon Sergeant for the personnel preparing to out-process the EFMB site</li> </ul>
<p><b>Recovery/Post EFMB</b></p>	<ul style="list-style-type: none"> <li>The sooner units submit the required post EFMB documentation, the sooner candidates will get their orders and certificates</li> <li>Ensure support personnel are tasked through the recovery period</li> </ul>



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<b>68W Sustainment</b>	<ul style="list-style-type: none"> <li>Utilize MSTC facilities and resources, if possible</li> <li>Utilize the tools under the 68W tab on the EFMB website</li> </ul>
<b>Physical Fitness Assessment (PFA)</b>	<ul style="list-style-type: none"> <li>Add a paragraph in the Commander's Memorandum stating that all candidates achieved 80 points in each event within 3 months of EFMB testing</li> <li>Conduct a thorough block of instruction for PFA and H/W cadre to ensure everyone fully understands and will enforce the standards</li> <li>Consider other aids to assist graders with enforcing the standards</li> </ul>
<b>Written Test (WT)</b>	<ul style="list-style-type: none"> <li>Provide a printed AMEDDC&amp;S HRCoE PAM 350-10 to each candidate</li> <li>Provide copies of the EFMB study references to the candidates</li> <li>Provide the EFMB study guide (on EFMB website) to the candidates</li> </ul>
<b>Land Navigation (LN)</b>	<ul style="list-style-type: none"> <li>Creating a brand new course is often easier than making an existing course work with the EFMB standards</li> <li>Utilize the Land Navigation Workbook (on EFMB website) to create lanes</li> <li>Utilize reflective tape on the points to help make them more visible to candidates</li> <li>Establish enough lanes to have a maximum of 3 iterations for day and night</li> <li>Ensure you have land navigation cadre members available at study halls</li> <li>Conduct additional days of land navigation standardization</li> <li>Utilize the HITS system to track candidates on the course</li> <li>Require the use of equipment tie down, particularly for weapons</li> </ul>
<b>Lanes</b>	<ul style="list-style-type: none"> <li>Send task sheet modification requests to EFMB TCO with the concept brief</li> <li>Assign evaluators to serve as subject matter experts for set tasks that only they will standardize with candidates; this will help to limit discrepancies</li> <li>Plan for Murphy, resource additional equipment in case anything becomes inoperable</li> </ul>

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<b>12 Mile Forced March &amp; Final Event</b>	<ul style="list-style-type: none"><li>• Ensure the route will not deteriorate from weather; if this is the case, have an alternate route</li><li>• Conduct a ruck packing class with candidates prior to the road march</li><li>• Position road guards or block additional access points to ensure candidates take the correct route</li><li>• Ensure road guards fully understand the route and where candidates need to go</li><li>• Ensure adequate cadre are tasked to assist with forced march times, final event, and ruck weighing/layouts</li></ul>

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