

OPORD xx-xx Army Readiness Assessment Program (ARAP)

TIME ZONE USED THROUGHOUT ORDER: TANGO (LOCAL)

References:

- a. AR 385-10, The Army Safety Program, dated 24 February 2017.
- b. HQDA EXORD 020-19, Identification and compliance of all battalion and battalion-equivalent organizations enrollment into the Army Readiness Assessment Program, dated 15 November 2018.

1. **Situation:** The Army Readiness Assessment Program (ARAP), within the U.S. Army Combat (USACRC) Readiness Center, is a web-based resource that provides battalion commanders with measurable and quantifiable data on their formations readiness posture through seven categories related to the unit safety climate and culture. ARAP is a leading indicator to identify the probability of future mishaps and it provides a means to direct resources to mitigate future mishaps. ARAP survey questions are combined into six focus areas: common core, organizational processes, organizational climate, resources, supervision, and safety programs. These questions are designed to evaluate primary unit activities performed, reveal shared perceptions or experiences regarding behaviors that are rewarded and supported, provide insight into the resources available to complete tasks safely, and provide a candid evaluation of unit leadership and the safety program. ARAP provides an opportunity for Soldiers to communicate open and honest input without fear of retribution as the Soldiers remain anonymous throughout the assessment. Soldiers complete the survey online from any smartphone, tablet, or computer as it is not Common Access Card (CAC) enabled. It also provides Soldiers with the ability to submit written comments to address specific concerns with most Soldiers completing the survey within 10 to 15 minutes.

2. **Mission:** \_\_\_ Battalion/Squadron will complete the initial ARAP survey NLT 15 AUG 2021 in order to expeditiously facilitate Soldier input and feedback that will assist the command in developing effective and measurable courses of action to address any identified areas of concern and/or high risk.

3. **Execution:**

a. **Commander's Intent:** It is my intent to ensure that our formation continues to foster and enhance a culture that places our people first at all times and is focused on completing our mission safely and effectively all while maintaining a high level of unit readiness and preserving our combat power. Our formation will continue to learn and grow as we train for combat, prepare to deploy, and fight and win our nation's wars. As we learn and grow, we will identify new best practices and areas where we can continue to improve and we will adapt to changing policies and environments in order to maintain a culture that focuses on the safety and well-being of our people.

(a) (U) **Concept of the Operation:** ARAP is conducted in five phases. In the first/registration phase, the battalion safety officer, in conjunction with the S3 operations officer, will register the battalion online at <https://earap.safety.army.mil>. Once registered, the USACRC ARAP team will issue a survey access code to the unit safety officer, who registered the battalion. This access code will be the same for all personnel within the battalion. The operations officer will then disseminate the access code throughout the formation through command channels. The second/assessment phase occurs when Soldiers complete the web-based survey on a smartphone, tablet, or personal or government computer, by using the instructions and access code provided. Once all personnel complete the survey, the second phase will end. The third/debrief phase will begin when the USACRC ARAP team contacts the unit commander and safety officer to schedule the command debrief. In this phase, the commander receives one-on-one feedback on key issues regarding command climate, safety culture, resource availability, workload, estimated success of certain safety intervention programs, and other factors relating to the unit's overall readiness. The fourth/Soldier feedback phase begins upon completion of the debrief. During this phase, the battalion commander provides an overall summary of the findings from the debrief, an overview of any and all planned actions, and requests feedback regarding suggested measurable/effective courses of action for

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any areas identified as concerning or high risk. The fifth and final phase is the implementation and follow-up phase. During this phase, the developed courses of action are implemented and after the first year in command, the battalion will schedule and conduct a mid-point assessment to determine if the identified areas of concern were effectively addressed.

b. Tasks to Units:

(1) Task to Subordinate Units:

**(a) ALL Companies/Troops**

1. Upon receipt of the ARAP survey access code, provide your leaders and Soldiers with a short summary briefing of the purpose of completing the assessment (Enclosure 2), and disseminate the code and log in instructions (Enclosure 3) throughout your formations.

2. Complete the ARAP survey by NLT 15 AUG 2021.

3. Be prepared to support a forum to assist the battalion commander in communicating a summary of the findings from the ARAP debrief and to gain feedback regarding suggested measurable/effective courses of action for any areas identified as concerning or high risk.

c. Tasks to Staff

**(1) All Staff Personnel:** Complete the ARAP survey by NLT 15 AUG 2021.

**(2) S3:**

(a) Assist the battalion safety officer with providing pertinent unit information required for ARAP registration.

(b) Upon receipt of the ARAP survey access code from the USACRC ARAP team, publish the code.

(c) BPT coordinate and schedule a forum for the battalion commander to communicate findings from the ARAP debrief to the subordinate units.

(d) Assist the battalion commander in developing follow-up courses of action during the fourth phase of the operation and communicate those COAs and implementation instructions in a follow on order.

**(3) Battalion Safety Officer:**

(a) Register the battalion for ARAP at <https://earap.safety.army.mil>. Follow the instructions outlined in Enclosure 1.

(b) Assist the battalion commander and operations officer in developing and implementing any and all courses of action to address any areas identified as concerning or high risk.

(c) Coordinate with the battalion commander and the S3 operations officer to register the battalion for a mid-point ARAP assessment after the commander has completed one year in command.

e. Coordinating Instructions:

(1) The ARAP Survey access code for \_\_\_\_\_ Battalion/Squadron is \_\_\_\_\_.

(2) Timeline:

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Date	Event	Location or Method
21 Jun 21	Safety Officer, ICW the Operations Officer registers the battalion/squadron for ARAP	Online at <a href="https://earap.safety.army.mil">https://earap.safety.army.mil</a>
NLT 23 Jun 21	Safety Officer receives ARAP survey access code from USACRC and provides to the S3 Operations Officer	Online and at unit HQ.
NLT 24 Jun 21	Battalion/Squadron disseminate survey access codes to Companies/Troops	Published order
24 Jun – 15 Aug 21	Companies/Troops and battalion staff completes ARAP surveys	Smartphones, Tablets, Personal or Government Computer (surveys are NOT CAC enabled)
TBD	S3 Operations Officer coordinates/schedules forum to share findings of the debrief to leaders/Soldiers	TBD
TBD	Safety Officer and S3 Operations Officer consolidates leader/Soldier feedback from forum and develops COAs for the commander.	TBD
TBD	Publish the COAs	Published Order
TBD	Safety Officer coordinates with battalion commander and S3 operations officer to schedule a midpoint ARAP assessment	TBD

4. **Sustainment:** OMITTED.

5. **Command & Signal:**

(1) Battalion Safety Officer is \_\_\_\_\_, (719) xxx-xxxx or \_\_\_\_\_mil@mail.mil.

(2) Battalion Operations Officer is MAJ \_\_\_\_\_, (719) xxx-xxxx or \_\_\_\_\_mil@mail.mil.

ACKNOWLEDGE:

\_\_\_\_\_  
LTC

OFFICIAL:

\_\_\_\_\_  
S3

ENCL:

1. Login instructions to register for ARAP
2. Briefing example for battalion leaders to provide to Soldiers
3. Login instructions to complete the survey

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