

## Challenge Week Task Tracker (PSGs)

1. Situation. Each fourthclass cadet carries with him or her a “Challenge Week Task Tracker” and a “fourthclass knowledge tracking log” is in the back of the Guidon. The purpose of these documents for the fourthclass cadets are to help them know what their training requirements are and their training status. The purpose of these documents for the upperclass cadets are to help them maintain training awareness of their subordinates and to develop the skills necessary to manage a personnel training program.
2. Mission. Platoon Sergeants develop a platoon SOP to plan, prepare, execute, and assess the use of the “Challenge Week Task Tracker” and the “fourthclass knowledge tracking log” during Challenge Week.
3. Execution
  - a. Concept. Company TACs will issue the Company Commander sufficient Guidons and “Challenge Week Task Trackers” for each fourthclass cadet. Fourthclass cadets will carry those items with them in their knobbie bags. The Squad Leader (or other trainer) will initial and date the appropriate space when each item is initially trained. Each time the task is tested, the Squad Leader or other trainer will initial and date the appropriate space and assess the proficiency as Go or No Go. In addition to serving as a record of formally scheduled training, addressing training needs identified in the “Tracker” will be standard hip-pocket training.
  - b. Tasks.
    - 1) Platoon Leaders.  
Brief the TAC on the platoon SOP and adjust based on his guidance.  
Ensure compliance with the platoon SOP and the TAC’s intent.
    - 2) Platoon Sergeants.  
Develop a platoon SOP for use of the “Challenge Week Task Tracker” and the “fourthclass knowledge tracking log” during Challenge Week as part of the Roles and Responsibilities CLDT block of instruction. Submit it to your platoon leader for approval before the end of CLDT.
  - c. Coordinating Instructions
    - 1) SOPs will include the following  
A program to train and certify squad leaders on the use of the documents, to include training on the assessment system.  
A program to provide quad leaders feedback on their performance in this aspect of their leadership development  
Guidance on re-training, sustainment training, and hip-pocket training.
    - 2) Platoon SOPs and inspection procedures will be consistent with the general guidelines for hip-pocket training presented in the How to Train Manual on pages

24-25, individual training in the NCO Guide in Chapter 3, and feedback in The Citadel Training Manual in Chapter 4.