

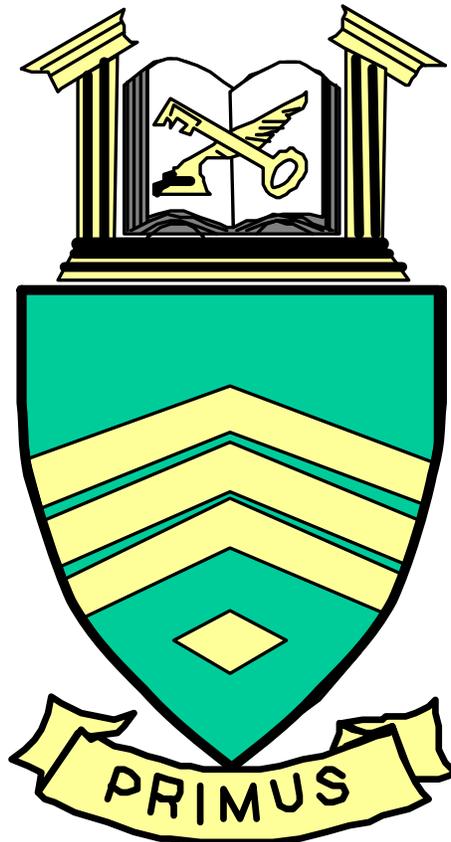
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

T655

OCT 04

COMPANY TRAINING MEETINGS

STUDENT HANDOUT



THIS PAGE LEFT BLANK INTENTIONALLY

PRACTICAL EXERCISE 1

Title	CONDUCT A COMPANY TRAINING MEETING		
Lesson Number / Title	T655 version 1 / COMPANY TRAINING MEETINGS		
Introduction	This practical exercise will provide you the opportunity to participate in a company training meeting.		
Motivator	This practical exercise will illustrate how proper preparation for a training meeting will enhance both the conduct of the meeting and the training that results from the meeting.		
Learning Step/Activity	<p>NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO C. 2)</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"><tr><td>Action:</td><td>Conduct a Company Training Meeting</td></tr></table>	Action:	Conduct a Company Training Meeting
Action:	Conduct a Company Training Meeting		
Safety Requirements	None		
Risk Assessment	Low		
Environmental Considerations	None		
Evaluation	You will determine how well the PE went during the post-PE discussion with the instructor.		
Instructional Lead-In	Completing this PE will provide you an opportunity to complete a task list.		
Resource Requirements	<p>Instructor Materials:</p> <p>None</p> <p>Student Materials:</p> <ul style="list-style-type: none">• SH-3 thru SH-6.• TC 25-30.• FM 7-1.		
Special Instructions	The focus of this exercise is on <i>PROCESS</i> . Use SH-3 thru SH-6 in assessing the unit and identifying training requirements for the 22-28 JAN XX training		

schedule. The presentation illustrates the proper conduct of recurring high visibility training tasks. Initiative by participants will enhance the effectiveness of the presentation.

REQUIREMENT:

1. Prepare for training meeting (Homework).
2. Conduct training meeting (35 minutes, group).
3. Discussion (13 minutes, facilitator-led).

SPECIFIC INSTRUCTIONS:

1. Preparation (Homework): Group members must prepare to assume their assigned role. Your instructor will assign every student a role to play.

NOTE: Role assignments may vary depending on class size (e.g. class size of 14 students may combine the commo SGT, FIST chief, and Sr. aidman briefings for a training NCO).

You need to be familiar with the following:

- SH-4 (commander/platoon leader information).
 - SH-5 (training schedules).
 - SH-6 (duty roster/training calendar).
2. The specific material for your position.
 - Commander, SH-4.
 - XO, see (10th) thru (14th) bullets this paragraph.
 - 1SG, SH-5 and SH-6.
 - 1st Platoon Leader, SH-4-5.
 - 2nd Platoon Leader, select any 3 tasks as “U” from SH-4-6.
 - 3rd Platoon Leader, select any 3 tasks as “U” from SH-4-6.
 - 1st PSG, A-10 and A-11 deadlined; 3 APFT failures; no Combat Lifesavers.
 - 2nd PSG, 1 overweight soldier; PMCS procedures weak.
 - 3rd PSG, 2 unqualified on individual weapons; 7 soldiers need vehicle licensing; NCOs weak on risk assessment.
 - Armorer, all weapons dirty; no DA Forms 2404; 6 weapons deadlined; 0 balance on handguards and firing pins.
 - NBC NCO, 30 soldiers have not fitted masks; no DA Forms 2404 on hand; NBC chamber scheduled on 28 Jan.
 - Supply Sergeant-Hand receipts need updating; A-21 needs BII for turn-in; breakfast hours changed from 0630-0830 to 0700-0900; 10% inventory due by 25 Jan.
 - Motor Sergeant, DA Forms 2404 on most vehicles improperly completed; 2nd Platoon’s vehicles A-20, A-22, and A-23 dead-lined for low oil level; DMMC not accepting canvas repair work orders until 1 FEB; no annual training annotated on DA Forms 348.
 - Commo SGT, BDE SINCGARS training scheduled on 30 JAN for SFCs and above.
 - FIST Chief, Call for fire class scheduled on 26 JAN for all SFCs and above.
-

-
- Sr. Aidman, CLS classes scheduled for 2 FEB; flu shots for Company A on 7 FEB.

GLOSSARY OF TERMS

BII	Basic Issue Items
BOS	Battlefield Operating Systems
CIP	Command Inspection Program
CLS	Combat Lifesaver
COMMO	Communications
DMMC	Division Material Management Center
FIST	Fire Support Team
EO	Equal Opportunity
ODP	Officer Development Program
NCODP	Noncommissioned Officer Development Program
PMCS	Preventive Maintenance Checks and Services
SINCGARS	Single Channel Ground Airborne Radio System

Procedures

1. Conduct Training Meeting (00:20 to 0:35 of PE):
 - a. Identify company A's training requirements for 22-28 JAN XX training schedule.
 - b. Participate IAW your role's rank and authority.
 - c. Discuss past, present, and future training assessments, requirements, and guidance.
 - d. Incorporate METL, BOS, and principles of training in decisions.
 - e. You must generate any data required to effectively conduct the training meeting.
 - f. You may use any available materials to prepare and conduct a representative training meeting.
2. Discussion for the training meeting: The Brigade CIP will consist of the following areas:
 - a. Weapons.
 - b. Maintenance.
 - c. Supply (Hand Receipts, Command Supply Discipline Program, Excess, etc).
 - d. Training (Records, CTT, Weapons Qualification, APFT, PT, etc).
 - e. ODP/NCODP.
 - f. Counseling.
 - g. Administration.
 - h. In-Ranks, TA-50, and billets inspection (Class A's).
 - i. EO/EEO.
 - j. Safety.

Feedback Requirements

You will participate in an After Action Review (AAR) immediately following the examination for this particular lesson.

THIS PAGE LEFT BLANK INTENTIONALLY

HANDOUTS FOR LESSON: T655 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1
SH-2, Student Notes	SH-2-1 thru SH-2-4
SH-3, Practical Exercise 1	SH-3-1 thru SH-3-4
SH-4, Practical Exercise Information	SH-4-1 thru SH-4-7
SH-5, Practical Exercise Information	SH-5-1 thru SH-5-6
SH-6, Practical Exercise Information	SH-6-1 thru SH-6-4

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 1

Advance Sheet

Lesson Hours

This lesson consists of three hours of small group instruction

Overview

The keystone for the success of the U.S. Army on the battlefield is quality training. One of the most effective tools the commander can use to ensure the proper planning of quality training is the company training meeting. You, the first sergeant, will contribute heavily to the success or failure of these meetings. This lesson will provide you with the tools necessary to assist your commander in preparing and conducting, effective training meetings.

Learning Objective

Terminal Learning Objective (TLO)

Action:	Analyze the procedures for conducting a company training meeting,
Condition:	as a first sergeant in a classroom environment, given FM 7-1 and TC 25-30,
Standard:	Analyzed the procedures for conducting a company training meeting IAW FM 7-1 and TC 25-30.

ELO A Identify the training management responsibilities of key personnel.

ELO B Review the steps for preparing for a training meeting.

ELO C Review the steps for conducting a training meeting.

Assignment

The student assignments for this lesson are

- Study TC 25-30, p 1-3 thru 4-11; skim TC 25-30, Chapter 5, and Appendix A and B. Also skim FM 7-1, Chapter 4 and Appendix B.
 - Review PE-1 (SH-3), SH-4 thru SH-6, and prepare your assigned portions of the training meeting.
-

Additional Subject Area Resources

FM 7-0, Train the Force.

Bring to Class

You must bring the following materials to class:

- TC 25-30.
 - FM 7-1.
 - SH-1 thru SH-6.
 - PE-1 (SH-3) and homework notes for training meeting.
 - All reference material you have received.
 - Pen or pencil and writing paper.
-

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 2

This student handout contains 3 pages of material for the following:

Slides with student note space.

THIS PAGE LEFT BLANK INTENTIONALLY

Student Notes

TRAINING MANAGEMENT RESPONSIBILITIES

- BN CDR and staff.
- Commander.
- Executive officer.
- Platoon leaders.
- Platoon sergeants.
- First sergeant.
- Other leaders.

1655/OCT 04/VTG 2

PLANNING

- Long-range.
- Short-range.
- Near-term.

1655/OCT 04/VTG 3

TRAINING MEETING PROCESS

PHASE I: Assessment.

PHASE II: Coordinating.

PHASE III: Future planning.

1655/OCT 04/VTG 4

**TRAINING MEETING
PLANNING PROCESS
ATTENDEES**

- Company Commander.
- Executive Officer.
- First Sergeant.
- Platoon Leaders.
- Platoon Sergeants.
- Slice leaders and attachments.

1655/UCT 04/VGT 5

**TRAINING MEETING
PLANNING PROCESS
ATTENDEES (Cont)**

- Master gunner/chief of firing battery/
shop supervisor.
- Maintenance team chief.
- Supply sergeant.
- NBC NCO.
- Food service sergeant.
- Others as designated by the CDR.

1655/UCT 04/VGT 6

**PREPARATION FOR TRAINING
MEETINGS**

- Commander's assessment.
- Worksheets.
- Training aids.
- What to bring.
- Homework.

1655/UCT 04/VGT 7

COMPLETED TRAINING

- Platoon assessments.
- Training shortfalls.
- METL update.

16SS/OCT 04/VGT 8

NEAR-TERM TRAINING

- Command guidance.
- Pre-execution check review.

16SS/OCT 04/VGT 9

SHORT-RANGE TRAINING

- Calendar review.
- PLT Leader, PLT Sergeant input.
- Training schedule development.
- Rule # 1.
- Rule # 2.

16SS/OCT 04/VGT 10

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 3

This student handout contains 3 pages of material for the following:

Practical Exercise 1 information.

THIS PAGE LEFT BLANK INTENTIONALLY

PRACTICAL EXERCISE SHEET PE-1

Title	CONDUCT A COMPANY TRAINING MEETING		
Lesson Number/Title	T655 version 1 / COMPANY TRAINING MEETINGS		
Introduction	This practical exercise will provide you the opportunity to participate in a company training meeting.		
Motivator	This practical exercise will illustrate how proper preparation for a training meeting will enhance both the conduct of the meeting and the training that results from the meeting.		
Learning Step/Activity	<p>NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO C)</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%;"><tr><td style="width: 15%;">Action:</td><td>Conduct a Company Training Meeting.</td></tr></table>	Action:	Conduct a Company Training Meeting.
Action:	Conduct a Company Training Meeting.		
Safety Requirements	None		
Risk Assessment Level	Low		
Environmental Considerations	None		
Evaluation	You will determine how well the PE went during the post-PE discussion with the instructor.		
Instructional Lead-In	Completing this PE will provide you an opportunity to complete a task list.		
Resource Requirements	<p>Instructor Materials:</p> <p>None.</p> <p>Student Materials:</p> <ul style="list-style-type: none">• SH-3 thru SH-6.• TC 25-30.• FM 7-1.		

Special Instructions

The focus of this exercise is on *PROCESS*. Use SH-2 and SH-3 in assessing the unit and identifying training requirements for the 22-28 JAN XX training schedule. The presentation illustrates the proper conduct of recurring high visibility training tasks. Initiative by participants will enhance the effectiveness of the presentation.

REQUIREMENT:

1. Prepare for training meeting (Homework).
2. Conduct training meeting (35 minutes, group).
3. Discussion (13 minutes, facilitator-led).

SPECIFIC INSTRUCTIONS:

1. Preparation (Homework): Group members must prepare to assume their assigned role. Your instructor will assign every student a role to play.

NOTE: Role assignments may vary depending on class size (e.g. class size of 14 students may combine the commo SGT, FIST chief, and Sr. aidman briefings for a training NCO).

You need to be familiar with the following:

- SH-4 (commander/platoon leader information).
 - SH-5 (training schedules).
 - SH-6 (duty roster/training calendar).
2. The specific material for your position.
 - Commander, SH-4.
 - XO, see (10th) thru (14th) bullets this paragraph.
 - 1SG, SH-5 and SH-6.
 - 1st Platoon Leader, SH-4-5.
 - 2nd Platoon Leader, select any 3 tasks as "U" from SH-4-6.
 - 3rd Platoon Leader, select any 3 tasks as "U" from SH-4-6.
 - 1st PSG, A-10 and A-11 deadlined; 3 APFT failures; no Combat Lifesavers.
 - 2nd PSG, 1 overweight soldier; PMCS procedures weak.
 - 3rd PSG, 2 unqualified on individual weapons; 7 soldiers need vehicle licensing; NCOs weak on risk assessment.
 - Armorer, all weapons dirty; no DA Forms 2404; 6 weapons deadlined; 0 balance on handguards and firing pins.
 - NBC NCO, 30 soldiers have not fitted masks; no DA Forms 2404 on hand; NBC chamber scheduled on 28 Jan.
 - Supply Sergeant-Hand receipts need updating; A-21 needs BII for turn-in; breakfast hours changed from 0630-0830 to 0700-0900; 10% inventory due by 25 Jan.
 - Motor Sergeant, DA Forms 2404 on most vehicles improperly completed; 2nd Platoon's vehicles A-20, A-22, and A-23 dead-lined for low oil level; DMMC not accepting canvas repair work orders until 1 FEB; no annual training annotated on DA Forms 348.
-

-
- Commo SGT, BDE SINCGARS training scheduled on 30 JAN for SFCs and above.
 - FIST Chief, Call for fire class scheduled on 26 JAN for all SFCs and above.
 - Sr. Aidman, CLS classes scheduled for 2 FEB; flu shots for Company A on 7 FEB.

GLOSSARY OF TERMS

BII	Basic Issue Items
BOS	Battlefield Operating Systems
CIP	Command Inspection Program
CLS	Combat Lifesaver
COMMO	Communications
DMMC	Division Material Management Center
FIST	Fire Support Team
EO	Equal Opportunity
ODP	Officer Development Program
NCODP	Noncommissioned Officer Development Program
PMCS	Preventive Maintenance Checks and Services
SINCGARS	Single Channel Ground Airborne Radio System

Procedures

1. Conduct Training Meeting (00:20 to 0:35 of PE):
 - a. Identify company A's training requirements for 22-28 JAN XX training schedule.
 - b. Participate IAW your role's rank and authority.
 - c. Discuss past, present, and future training assessments, requirements, and guidance.
 - d. Incorporate METL, BOS, and principles of training in decisions.
 - e. You must generate any data required to effectively conduct the training meeting.
 - f. You may use any available materials to prepare and conduct a representative training meeting. Student Handout 3 contains training schedules for your use.
2. Discussion for the training meeting: The Brigade CIP will consist of the following areas:
 - a. Weapons.
 - b. Maintenance.
 - c. Supply (Hand Receipts, Command Supply Discipline Program, Excess, etc).
 - d. Training (Records, CTT, Weapons Qualification, APFT, PT, etc).
 - e. ODP/NCODP.
 - f. Counseling.
 - g. Administration.
 - h. In-Ranks, TA-50, and billets inspection (Class A's).
 - i. EO/EEO.
 - j. Safety.

Feedback Requirements

You will participate in an After Action Review (AAR) immediately following the examination for this particular lesson.

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 4

This student handout contains 6 pages of material for the following:

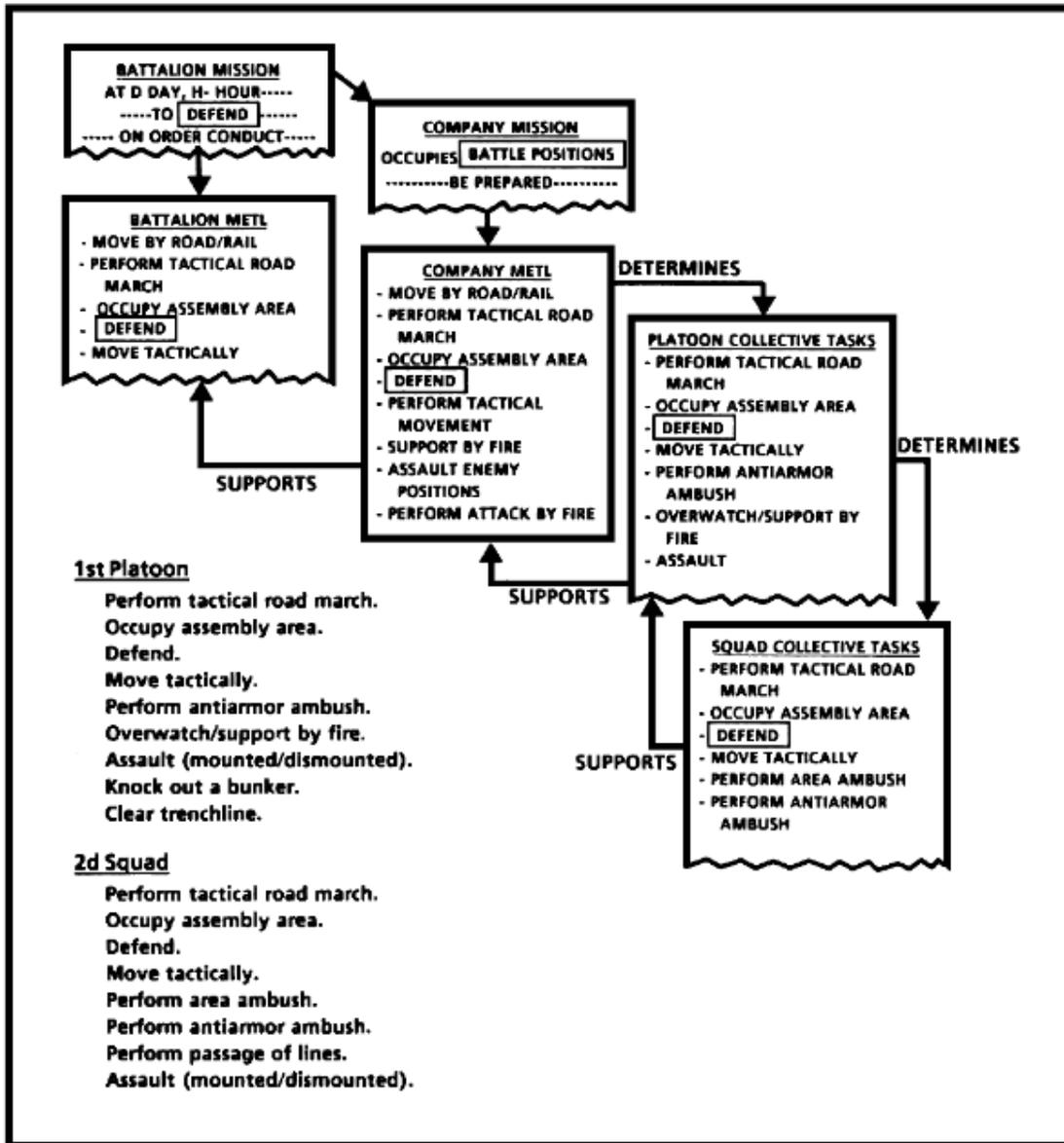
Practical Exercise 1 information.

THIS PAGE LEFT BLANK INTENTIONALLY

commander's training assessment extract

MISSION ESSENTIAL TASK	CURRENT TRAINING STATUS							OVERALL	STRATEGY TO IMPROVE OR SUSTAIN TRAINING PROFICIENCY TO WARFIGHTING
	I N T	M A N	F S	M / C M /S	A D	C S S	C 2		
MOVE BY ROAD/RAIL	T	T				P	T	T	<ul style="list-style-type: none"> SUSTAINMENT TRAINING FOR COMPANY
PERFORM TACTICAL ROAD MARCH	P	T	P	P	P	P	T	P	<ul style="list-style-type: none"> CONDUCT AS MULTICHELON EVENT DURING ALL FIELD EXERCISES
OCCUPY ASSEMBLY AREA	P	P	P	P	T	P	P	P	<ul style="list-style-type: none"> CONDUCT AS OPPORTUNITY TRAINING DURING GUNNERY
DEFEND	P	P	P	P	T	P	P	P	<ul style="list-style-type: none"> CONDUCT LEADER DEVELOPMENT SEMINAR, TEWT, AND CFX DURING GUARD AND DETAIL

Sample 1st Platoon and 2d Squad collective tasks



Extract from Team A commander's training assessment

MISSION ESSENTIAL TASK	CURRENT TRAINING STATUS							OVERALL	STRATEGY TO IMPROVE OR SUSTAIN TRAINING PROFICIENCY TO WARFIGHTING
	I N T	M A N	F S	M / C M /S	A D	C S S	C 2		
MOVE BY ROAD/RAIL	T	T				P	P	P	<ul style="list-style-type: none"> CONDUCT LEADER DEVELOPMENT CLASS WITH SQUAD LEADERS AND ABOVE
PERFORM TACTICAL ROAD MARCH	P	T	P	P	P	P	T	P	<ul style="list-style-type: none"> ALL VEHICLE MOVEMENTS WILL BE DONE TACTICALLY
OCCUPY ASSEMBLY AREA	T	P	P	P	P	T	P	P	<ul style="list-style-type: none"> INCLUDE IN BN TEWT AND FTX SCHEDULE AS A REHEARSAL PRIOR TO FTX
DEFEND	T	P	T	P	T	P	P	P	<ul style="list-style-type: none"> CDR & PLT LEADERS PARTICIPATE IN BN TEWT PLT DEF STX THIS QTR CO OFF STX THIS QTR CALFEX TRAIN DEF SOLDIER TASKS PRIOR TO FTX

Sample training meeting agenda

<p>NOTES MADE PRIOR TO THE TRAINING MEETING BY THE COMPANY COMMANDER</p>	<p><u>COMPANY A</u></p> <p>TRAINING MEETING AGENDA</p>	<p><u>6 OCT 9X</u> (DATE)</p>	<p>NOTES MADE DURING TRAINING MEETING</p>
<p>DEVELOPMENT CYCLE</p>		<p>TRAINERS NOTES</p>	
<p>ASSESS TRAINING SINCE LAST MEETING</p> <p>WHAT WAS RIGHT AND WRONG? CAN IT BE DONE DIFFERENTLY? DO WE RESCHEDULE? REASONS FOR NOT CONDUCTING SCHEDULED TRAINING? - STANDARDS NOT ACHIEVED ON A PRIOR EVENT - RESOURCES (TIME, AMMO, ETC.) ASSESSMENT?</p>		<p>- ASSAULT PHASE WAS GOOD * POOR REORGANIZATION & EVALUATION * NEED TO DISPERSE TO COVER & CONCEALED POSN'S * NEED WORK ON REPORTING, SALUTE, COMMO PROCEDURES, AMMO REDIST. * EVAC. OF CAS NEEDS CONTROL DID NOT COMPLETE CONSOLIDATION PHASE (NOT ENOUGH TIME) (P) *</p>	
<p><u>9 OCT 89 (NEXT WEEK)</u></p> <p>SAFETY CHECKS COMPLETE? ✓ TRAINING AIDS ON HAND? ✓ TRAINERS REH & INSP? ← WERE REDD PMCS COMPLETE? ← TWO MILAZ DOWN AMMO, CHOW, TRUCKS, MEDICS? ← EARLY CHOW? ← 0530 RANGE INSPECTED? ← CONCURRENT ING? ← RETRAINING PROCEDURES? ✓</p>		<p><u>RANGE WEEK</u></p> <p>NOVIC/OIC - CERTIFIED WEAPONNER IS AVAILBLE - SGT MENO IS CERT TO RUN LT SMITH PERS. CHECKED 1SG WILL GET CONTROL OF MEDICS RETRAINING OF SOLDIERS 1. DIME EXE. 2. TAT BOX 3. WEAPONNER 4. REFRE</p>	
<p><u>16 OCT 89 (WEEK 2)</u></p> <p>TRAINERS ID + SCHEDULE OF REH? ✓ EVALUATION PLAN? ✓ RISK ASSESSMENT? ✓ RECON TNG AREA? → TENT W/ PLS PERS. ACCOUNTABILITY? → 11 OCT CHOW LAYED ON → 156 RECH. APTS TO 20 OCT FOS? ✓ ENG? → NO EN</p>		<p><u>DEFEND</u></p> <p>SFC BUTLER REH W/ ME 12300 OCT AT ENG APPROVED LT McMANUALS RISK ASSESS. APPROVED LT WILLIAMS EVALUATION CHECK LIST 156 - WILL RETRAIN EVAC PROC ON 17 OCT FOS WILL BE AT TNG TUES/WEDS ONLY APPROVED THE "NEW" SOLDIER TASKS TO BE TNG ON; SALUTE, COMMO, AND REPORTING</p>	
<p><u>23 OCT 89 (WEEK 3)</u></p> <p>REVIEW LESSONS LEARNED - MILES? - RECONFIRM UEH QTR'S? "XO" VERIFY LAND, AMMO, CHOW FOS - EN'S - * TNG SCHEDULE LOCK</p>		<p><u>PLT MILES EXERCISE</u></p> <p>A13, 15 DUE QTR - XO WILL COORDINATE FOR FIELD MAN. (WARTIME CONDITIONS) CO-USE LAND W/ BCO COORDINATE WITH CAP REVALUATE CONSOLIDATION PHASE</p>	
<p>NOTE: THE COMMANDER INTEGRATES RETRAINING OF ASSESSED WEAKNESS DISCUSSED 6 OCT.</p>			

Squad training evaluation extract

ELEMENT: SQUAD 1ST S&D, 1ST PLT, 1MA

TASK: DEFEND (7-3/4-1021) (FM 7-7) (FM 7-8) (FM 7-70)

ITERATION 1 2 3 4 5 (circle)
 TRAINING STATUS GO NO-GO (circle)

CONDITION:

The platoon is ordered to occupy, prepare, and defend a battle position or sector as a separate unit or as part of a larger force. The enemy can attack in company-size strength, either mounted or dismounted. Both friendly and enemy elements are supported by indirect fire and CAS.

TASK STANDARD:

1. The platoon completes all designated preparations NLT the time specified in the order.
2. The platoon main body is not surprised by the enemy.
3. The platoon accomplishes its assigned task. Destroys, blocks, delays for the specified time, and canalizes the enemy into the designated area.
4. The platoon sustains no more than two vehicles losses.

SUBTASKS AND STANDARDS:

	GO	NO-GO
24. The platoon prepares defensive positions.		
a. A two-man fighting position is constructed to provide-	✓	
-Front, side, and rear protection		
-Overhead cover (18 inches of dirt and or logs). DID NOT HAVE LOGS OR SUITABLE MATERIAL ON 75% OF POSNS.		✓
-Concealment from all angles. POOR CAMOUFLAGE, TWO VEHICLES AND ONE FIGHTING POS NOT CAMOUFLAGED		✓
-Observation of sectors of fire.		
-Overlapping fields of fire with the positions to the right and left. NEEDS ADD WORK, TWO NEIGHBORING POSNS DID NOT OVERLAP FIELD OF FIRE.	✓	
b. Fighting positions contain the following construction features: OF FIRE.		
-Armpit depth.	✓	
-Shoulder width.	✓	
-Grenade sump. NEEDS EMPHASIS. 50% OF POSITIONS DID NOT HAVE GRENADE SUMPS.		✓
-Aiming and limiting stakes.	✓	
-Elbow, bipod or tripod space, or holes.	✓	
-Water drainage. 50% OF POSITIONS DID NOT HAVE WATER DRAINAGE.		✓

*Leader task
 + Critical task

Sample common tasks

Identify friendly and threat vehicles and aircraft.
Send and receive a radio message.
Report enemy information.
Identify terrain features on a map.
Use grid coordinates to determine location.
Determine a magnetic azimuth.
Construct individual fighting positions.
Clear a field of fire.
Employ hand grenades.
Employ Claymore mines.

Camouflage self and equipment.
Wear M17 mask.
Maintain M17 mask.
Decon skin and personal equipment.
Put on and wear MOPP gear.
React to chemical/biological hazard.
Apply a field pressure dressing.
Apply first aid for heat injuries.
React to indirect fire while dismounted.
Move as a member of a fire team.

Student Handout 5

This student handout contains 4 pages of material for the following:

Practical Exercise 1 information.

THIS PAGE LEFT BLANK INTENTIONALLY

Training Schedules

DAY & DATE	PERSONNEL	ACTIVITY	LOCATION	TRAINER	TEXT REFERENCE	UNIFORM & EQUIPMENT
TIME	TRAINED				<u>S</u>	
MON 25 DEC		NO TRAINING SCHEDULED				
TUE 26 DEC		NO TRAINING SCHEDULED				
WED 27 DEC						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1200	A CO	PLATOON DRILLS	CO AREA	PLT LDR/SGT	ARTEP 7-5-MTP	1
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO	SQUAD DRILLS	CO AREA	SQD LDR	ARTEP-7-5-MTP	1
THUR 28 DEC						
0700-1200	A CO (1)	SGT'S TIME	BLDG XXXX	NCOS	ARTEP -7-5-MTP	2
0700-0900	OFF	OPD (OPORDERS)	BLDG XXXX	LT XXXX	FM 101-5	2
0900-1000	OFF	BN OPD (CIP)	BLDG XXXX	CPT XXXX	SOP	2
1000-1200	OFF	ADMIN MTG	BLDG XXX	CDR	CDR/STAFF NOTES	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1500	NCOs	NCOPD (QTLY TNG)	BLDG XXXX	SGT XXXX	BN CDR	2
1300-1700	A CO (-)	TA-50 INSPECTION	BLDG XXXX	PLT SGT	GUIDANCE SOP	2
FRI 29 DEC						
0600-0700	A CO	PT/4 MILE RUN	BLDG XXXX	CDR	FM 21-20	3
0700-0930	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0930-1030	A CO	IN RANKS INSPECTION	BLDG XXXX	CDR	AR 670-1	4
1030-1200	A CO	BILLETS INSPECTION	BLDG XXXX	1SG	BILLETS SOP	4
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO	COMMANDER'S TIME	CO AREA	CDR	CDR'S NOTES	2
1500-1600	A CO	CO TNG MEETING	CO AREA	CDR	NOTES	2
1630-1700	A CO	SAFETY BRIEF	CO AREA	CDR	AR 385-10	
SAT/SUN 30-31 DEC		NO TRAINING SCHEDULED				

- NOTES:
1. FIELD SOP
 2. DUTY UNIFORM
 3. PT UNIFORM
 4. CLASS A WITH ALL AWARDS AND DECORATION
 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

DAY & DATE	PERSONNEL				TEXT REFERENCE S	UNIFORM & EQUIPMENT
TIME	TRAIN ED	ACTIVITY	LOCATI ON	TRAIN ER		
MON 1 JAN		NO TRAINING SCHEDULED				
TUE 2 JAN						
0100-2400	A CO	ALERT	CO AREA	CDR	SOP	1
0200-0800	A CO (-)	MOVEMENT TO PREP	CO AREA	PLT LDR/SGT	SOP	1
0800-EOM	ADV PARTY	MOVEMENT TO SITE	PJ0000000	XO	OPORDER	1
0800-1200	A CO (-)	MOVEMENT T SITE	PJ0000000	CDR	OPORDER	1
1200-1800	A CO	PREPARE POSITIONS	PJ0000000	PLT LDR/SGT	SOP	1
1700-1800	A CO	DINNER	PJ0000000	1SG	SOP	1
1800-2000	SELECT PER	AAR	BEIEF TENT	CDR	NOTES	1
1800-2400	A CO	FTX	PJ0000000	CDR	OPORDER	1
WED 3 JAN						
0001-2400	A CO	FTX	PJ0000000	CDR	ARTEP-7-5- MTP	1
0430-0600	A CO	STAND TO	PJ0000000	PLT LDR'S	SOP	1
0700-0900	A CO	BREAKFAST/SICK CALL	PJ0000000	1SG	SOP	1
1700-1800	A CO	DINNER	PJ0000000	1SG	SOP	1
1830-2000	A CO	STAND DOWN	PJ0000000	PLT LDR'S	SOP	1
2030-2200	SELECT PER	AAR	BRIEF TENT	CDR	NOTES	1
THUR 4 JAN						
0001-0700	A CO	NIGHT MOVE	PJ0000000	CDR	ARTEP-7-5- MTP	1
0700-2400	A CO	FTX	PJ0000000	CDR	ARTEP-7-5- MTP	1
1700-1800	A CO	DINNER	PJ0000000	1SG	SOP	1
1800-1930	A CO	STANDDOWN	PJ0000000	PLT LDR'S	SOP	1
FRI 5 JAN						
0001-0430	A CO	REDEPLOY TO GARRISON	CO AREA	CONVOY CDR	SOP	1
0430-2400	A CO	RECOVERY	CO AREA	PLT LDR/SGT	SOP	2
1630-1730	A CO	ACCOUNTABILITY FORMATION	CO AREA	1SG	FM 22-5	2
1800-EOM	SELECT PER	SENSITIVE ITEMS INV	ARMS ROOM	XO	AR 190-11	2
TBA	A CO	SAFETY BRIEF	TBD	CDR	NOTES	2
SAT/SUN 6-7 JAN		NO TRAINING SCHEDULED				

- NOTES:
1. FIELD SOP
 2. DUTY UNIFORM
 3. PT UNIFORM
 4. CLASS A WITH ALL AWARDS AND DECORATION
 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

DAY & DATE	PERSONNEL				TEXT REFERENCE	UNIFORM & EQUIPMENT
TIME	TRAIN ED	ACTIVITY	LOCATION	TRAINER	S	
MON 8 JAN						
0001-2400	SELECT PER	BN TEWT	FIELD SITE	BN CDR	SOP	1
0600-0700	A CO	FORMATION/PT	BLDG	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-EOM	1 ST PLT	GUNNERY TNG (DAY/NIGHT)	RANGE 24	PLT LDR/SGT	FM XX-XX	1
0900-1200	A CO (-)	VEHICLE/WPNS MAINT	CO AREA	PLT LDR/SGT	APPL TMs	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO (-)	CTT	CO AREA	SQD LDRs	STP 21-1	5
TUE 9 JAN						
0001-1700	SELECT PER	BN TEWT	FIELD SITE	BN CDR	SOP	1
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PERS HYGIENE				2
0900-EOM	2 ND PLT	GUNNERY TNG (DAY/NIGHT)	RANGE 24	PLT LDR/SGT	FM XX-XX	1
0900-1200	A CO (-)	VEHICLE/WPNS MAINT	CO AREA	PLT LDR/SGT	APPL TMs	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO (-)	CTT	CO AREA	SQD LDR	STP 21-1	5
WED 10 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PERS HYGIENE				2
0900-EOM	3 RD PLT	GUNNERY TNG (DAY/NIGHT)	RANGE 24	PLT LDR/SGT	FM XX-XX	1
0900-1200	A CO (-)	VEHICLE/WPNS MAINT	CO AREA	PLT LDR/SGT	APPL TMs	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO (-)	CTT	CO AREA	SQD LDR	STP 21-1	5
THUR 11 JAN						
0700-1200	A CO (-)	SGT'S TIME	BLDG XXXX	NCOs	NOTES	2
0700-0900	OFF	OPD (EO/EEO)	BLDG XXXX	LT XXXX	AR 600-20	2
0900-1000	OFF	BN OPD (LEGAL)	BLDG XXXX	CPT XXXX	AR 27-10	2
1000-1200	OFF	ADMIN MTG	BLDG XXXX	CDR	STAFF NOTES	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1400	NCOs	NCODP (INSPECTIONS)	BLDG XXXX	SGT XXXX	FM XX-XX	2
1300-1530	A CO (-)	TA-50 INSPECTION	BLDG XXXX	PLT SGT	SOP	2
1530-1630	SELECT PER	CO TNG MEETING	BLDG XXXX	CDR	NOTES	2
1630-1700	A CO	SAFETY BRIEF	BLDG XXXX	CDR	AR 380-10	2
FRI 12 JAN						
		TRAINING HOLIDAY				
SAT/SUN						
		NO TRAINING				
13-14 JAN						
		SCHEDULED				

- NOTES:
1. FIELD SOP
 2. DUTY UNIFORM
 3. PT UNIFORM
 4. CLASS A WITH ALL AWARDS AND DECORATION
 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

DAY & DATE	PERSONNEL				TEXT REFERENCE	UNIFORM & EQUIPMENT
TIME	TRAIN ED	ACTIVITY	LOCATI ON	TRAIN ER	<u>S</u>	
MON 15 JAN		NO TRAINING SCHEDULED				
<hr/>						
TUE 16 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PER HYGIENE				
0900-EOM	1 ST PLT	GUNNERY	RANGE 40	RANGE NCOIC	RANGE SOP	1
0900-1700	A CO (-)	GUNERY PREPARATION	CO AREA	PLT LDR/SGT	APPL FMS	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
<hr/>						
WED 17 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1000	1 ST PLT	AAR	PLT AREA	PLT LDR	FM 7-1	2
0900-EOM	2 ND PLT	GUNNERY	RANGE 40	RANGE NCOIC	RANGE SOP	1
0900-1700	A CO (-)	GUNNERY PREPARATION	CO AREA	PLT LDR/SGT	APPL TMS	2
1000-EOM	1 ST PLT	RECOVERY	CO AREA	PLTLDR/SGT	SOP	2
1200-1300	A CO	LUNCH	CO AREA	SQD LDR	SOP	2
<hr/>						
THUR 18 JAN						
0700-1200	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1000	2 ND PLT	AAR	PLT AREA	PLT LDR	FM 7-1	2
0900-EOM	3 RD PLT	GUNNERY	RANGE 40	RANGE NCOIC	RANGE SOP	1
0900-1700	A CO (-)	GUNNERY PREPARATION	CO AREA	PLT LDR/SGT	APPL TMS	2
1000-EOM	2 ND PLT	RECOVERY	CO AREA	PLT LDR/SGT	SOP	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
<hr/>						
FRI 19 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1700	A CO	COMMAND MAINTENANCE	CO AREA	PLT LDR/SGT	APPL TMS	2
1300-1400	NCOs	NCODP (GUNNERY AAR)	BLDG XXXX	1SG	FM 7-1	2
1415-1515	NCOs	1SG TIME	BLDG XXXX	1SG	NOTES	2
1300-1400	OFFICERS	OPD (SUPPLY)	BLDG XXXX	SUPPLY SGT	SUPPLY UPDATE	2
1500-1600	SELECT PER	CO TNG MEETING	BLDG XXXX	CDR	NOTES	2
1630-1700	A CO	SAFETY BRIEF	MOTOR POOL	CDR	AR 385-10	2
<hr/>						
SAT/SUN 20-21 JAN		NO TRAINING SCHEDULED				

- NOTES:
1. FIELD SOP
 2. DUTY UNIFORM
 3. PT UNIFORM
 4. CLASS A WITH ALL AWARDS AND DECORATION
 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

Student Handout 6

This student handout contains 3 pages of material for the following:

Practical Exercise 1 information.

THIS PAGE LEFT BLANK INTENTIONALLY

JANUARY XXXX

	1 <i>New Years Day</i>	2	3	4	5	6
			← FTX →			
7	8	9	10	11	12	13 BN requests PLT for parade downtown 0900
14	15 <i>MLK JR Day</i>	16	17	18	19	20
			← Gunnery →			
21	22	23	24 BN Training Officers Meeting 0800-1600	25	26	27
28	29	30	31			

THIS PAGE LEFT BLANK INTENTIONALLY