

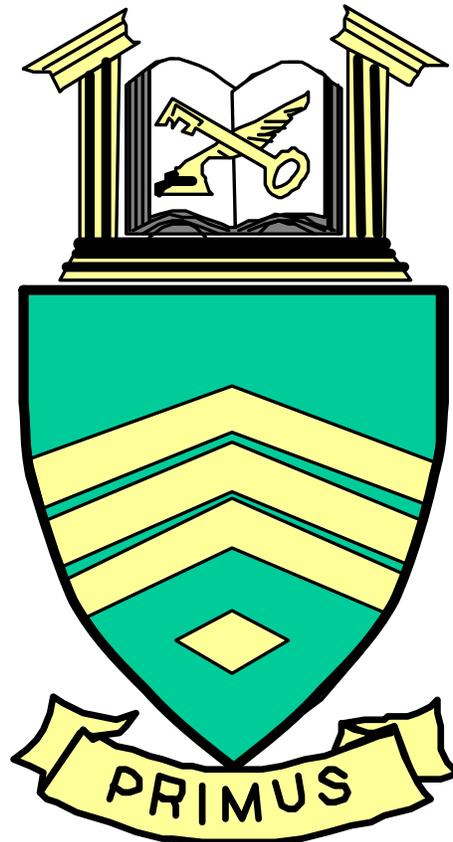
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

T655

OCT 04

COMPANY TRAINING MEETINGS

**TRAINING SUPPORT PACKAGE**



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## TRAINING SUPPORT PACKAGE (TSP)

<b>TSP Number / Title</b>	T655 / COMPANY TRAINING MEETINGS
<b>Effective Date</b>	01 Oct 2004
<b>Supersedes TSP(s) / Lesson(s)</b>	T655, Company Training Meetings, Oct 03.
<b>TSP Users</b>	521-SQIM, First Sergeant Course
<b>Proponent</b>	The proponent for this document is the Sergeants Major Academy.
<b>Improvement Comments</b>	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
<b>Security Clearance / Access</b>	Unclassified
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

## PREFACE

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**Purpose**

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

**Task Number**

**Task Title**

152-020-0040

Train a Company

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**This TSP  
Contains**

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**COMPANY TRAINING MEETINGS  
T655 / Version 1  
01 Oct 2004**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	521-SQIM	1	First Sergeant Course
<b>Task(s) Taught(*) or Supported</b>	<u>Task Number</u>	<u>Task Title</u>	
	152-020-0040 (*)	Train a Company	
<b>Reinforced Task(s)</b>	<u>Task Number</u>	<u>Task Title</u>	
	800-400-AAAP	Conduct Battle Focused Training	
	878-400-5ABX	Develop a Unit Mission Essential Task List (METL)	
	878-400-7AAQ	Prepare the Battalion (Company) Individual Training Portion of the Quarterly Training Briefing (QTB)	
	878-400-7AAR	Advise the Commander on the Status of Individual and Unit Training	
	878-400-7AAS	Assess Individual Training to Support the Battalion (Company) Mission Essential Task List (METL)	
	878-400-7AAT	Manage Training Distractors	
	878-400-7AAU	Implement the Battalion (Company) Noncommissioned Officer Development Program (NCODP)	
878-400-AAAQ	Conduct an After Action Review		
<b>Academic Hours</b>	The academic hours required to teach this lesson are as follows:		
		<u>Resident Hours/Methods</u>	
		2 hrs 5 mins / Conference / Discussion	
		45 mins / Role Playing	
	Test	0 hrs	
	Test Review	0 hrs	
	Total Hours:	3 hrs	
<b>Test Lesson Number</b>	<u>Hours</u>	<u>Lesson No.</u>	
	Testing (to include test review)	_____	N/A
<b>Prerequisite Lesson(s)</b>	<u>Lesson Number</u>	<u>Lesson Title</u>	
	T651	TRAIN A COMPANY, OVERVIEW	
<b>Clearance Access</b>	Security Level: Unclassified		
	Requirements: There are no clearance or access requirements for the lesson.		
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
FM 7-1	BATTLE FOCUSED TRAINING	15 Sep 2003	
TC 25-30	A LEADER'S GUIDE TO COMPANY TRAINING MEETINGS	27 Apr 1994	

**Student Study Assignments**

Before class--

- Read Advance Sheet (SH-1).
- Study TC 25-30, pages 1-3 thru 4-11.
- Skim TC 25-30, Chapter 5, and Appendixes A and B.
- Skim FM 7-1, Chapter 4, and Appendix B.
- Review SH-3 thru SH-6 and prepare your assigned portion of the training meeting.

During class--

- Participate in classroom discussion.
- Complete PE 1.

After class--

- Review classroom notes and materials.
- Return recoverable materials to the instructor.

**Instructor Requirements**

1:14, MSG, FSC Grad, ITC, SGITC, and VTT-ITC (VTT only) qualified

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
One site coordinator at each VTT site to operate the TNET equipment and coordinate classroom instruction. Must be FSC grad, served as 1SG, ITC, and SGITC qualified. (Enlisted)	1:14	2	6 hrs
Video, audio and audio linkage equipment operator (optional) at each remote site. (Enlisted)	1:14	1	3 hrs
Video, audio, and audio linkage equipment operator at principal VTT site. (Enlisted)	1:14	1	3 hrs

**Equipment Required for Instruction**

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
7025-01-248-4317 COMPUTER DESKTOP	1:14	1:1	No	1	No
7110-00-T81-1805 DRY ERASE BOARD	1:14	1:1	No	1	No
FSC-1 TNET COMMUNICATIONS EQUIPMENT SUITE (VTT LESSON ONLY)	1:14	1:1	No	1	No
FSC-10 INFOCUS LCD PROJECTOR	1:14	1:1	No	1	No
FSC-11 PROJECTION SCREEN	1:14	1:1	No	1	No

FSC-2 TNET ROOM EQUIPMENT SUITE (VTT LESSON ONLY)	1:14	1:1	No	1	No
FSC-3 TNET AUDIO/VIDEO LINKAGE EQUIPMENT (VTT LESSON ONLY)	1:14	1:1	No	1	No
FSC-4 TV MONITOR 32 INCH	1:14	1:1	No	1	No
FSC-6 WINDOWS OS, MICROSOFT INTERNET EXPLORER, MSOFFICE, FTP SITE SOFTWARE	1:14	1:1	No	1	No
FSC-7 VIEWGRAPH OVERHEAD PROJECTOR	1:14	1:1	No	1	No
FSC-8 WHITE BOARD	1:14	1:1	No	1	No
SNV1240262544393A TV MONITOR, 32 INCH	1:14	1:1	No	1	No
TVT 22-22 Where the Training Really Begins	1:14	1:1	No	1	No

\* Before Id indicates a TADSS

**Materials Required**

**Instructor Materials:**

- VGTs: 10.
- TSP.
- FM 7-1.
- TC 25-30.
- TVT 22-22, P/N 709756, "Where the Training Really Begins."

**Student Materials:**

- FM 7-1.
- TC 25-30.
- SH-1 thru SH-6
- Pen or pencil and writing paper.

**Classroom, Training Area, and Range Requirements**

CLASSROOM XXI WITH T-NET CAPABILITY (VTT)  
CLASSROOM, GENERAL PURPOSE, 600 SF, 16 PN

**Ammunition Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read all TSP material.
- Issue PE-1 and assign individual roles to selected students.

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During class--

- Ensure the students are familiar with SH-3 thru SH-6 and the information on SH-1.
- Conduct class in accordance with the Training Support Package (TSP).

Ensure students share experiences that relate to the material, if any.

- Conduct the PE IAW the instructions.
- Use the questions provided to generate discussion among the students at the different sites.
- The instructor may need to create additional questions to ensure student participation continues throughout the lesson material.
- The DL (VTT) instructor will select an appropriate site prior to asking a student a question.

After class--

- Report any lesson discrepancies to the Senior Instructor.

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**Proponent  
Lesson Plan  
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert A.	GS-09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Course Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS-11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

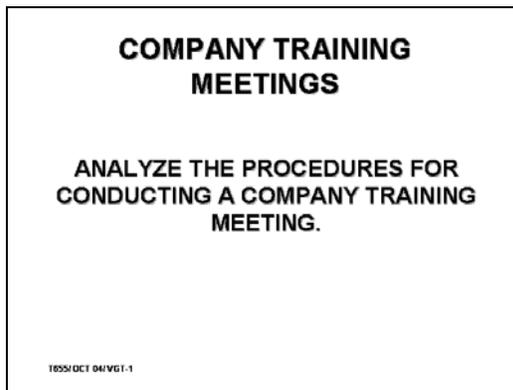
**SECTION II. INTRODUCTION**

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio is: 1:14  
Time of Instruction: 5 mins  
Media: VGT-1

Motivator

**Camera: Main camera on the instructor. Ask each Site Coordinator at the Distance Learning sites if they are prepared for training.**

**SHOW VGT-1, COMPANY TRAINING MEETINGS**



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 for and conducting effective training meetings.

**Terminal Learning Objective**

**NOTE:** Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

<b>Action:</b>	Analyze the procedures for conducting a company training meeting.
<b>Conditions:</b>	As a first sergeant in a classroom environment, given FM 7-1 and TC 25-30.
<b>Standards:</b>	Analyzed the procedures for conducting a company training meeting IAW FM 7-1 and TC 25-30.

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**Safety Requirements**

None

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**Risk Assessment Level**

Low

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**Environmental Considerations**

**NOTE:** It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

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**Evaluation**

At the end of this module you will receive a written, objective examination. It will test your learning of the objectives from this and other lessons. You must correctly answer at least 70 percent of the questions (28 out of 40) to receive a GO. A GO is a requirement for graduation.

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**Instructional Lead-In**

In lesson T651, Train A Company, Overview, we discussed the training management cycle. As we discussed near-term planning, we talked about the company training meeting. During this lesson, we will discuss the details of the company training meeting.

**REMOVE VGT-1**

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**SECTION III. PRESENTATION**

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**NOTE:** Inform the students of the Enabling Learning Objective requirements.

**A. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Identify the training management responsibilities of key personnel.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment, given TC 25-30 and FM 7-1.
<b>STANDARDS:</b>	Identified the training management responsibilities of key personnel IAW TC 25-30 and FM 7-1.

1. Learning Step / Activity 1. Where the Training Really Begins

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:14  
Time of Instruction: 35 mins  
Media: TVT 22-22

**NOTE:** Show the TVT, "Where the Training Really Begins." Use the situations in the tape to generate discussion throughout the lesson.

**NOTE:** Conduct a check on learning by clarifying any questions the students have on the information provided by the TVT. Lead the discussion into LS/A2.

2. Learning Step / Activity 2. Responsibilities

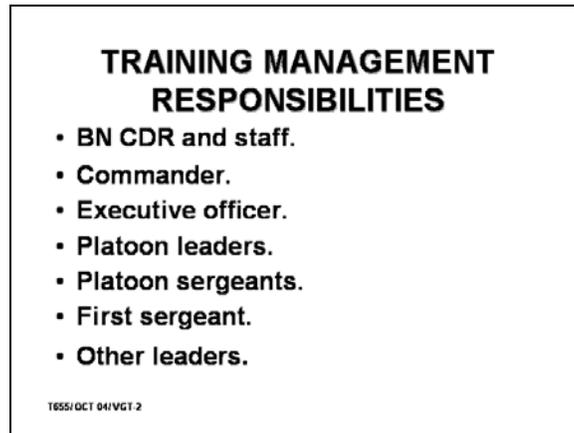
Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:14  
Time of Instruction: 10 mins  
Media: VGT-2 and VGT-3

The battalion commander and his staff play a key role in the successful execution of company level training. We will begin the discussion by defining the battalion commander's training management responsibilities.

**NOTE:** Initiate discussion of training management by asking the students to describe training management responsibilities for the personnel listed on the VGT. Ensure the students briefly discuss how the first sergeant can facilitate the actions of the other key personnel.

We will now look at the training management responsibilities of key personnel.

## SHOW VGT-2, TRAINING MANAGEMENT RESPONSIBILITIES



Ref: TC 25-30, pp 1-3 thru 1-7

## REMOVE VGT-2

Probably the most difficult responsibility for any of these key personnel is planning. The planning phases of the training management cycle depend on the time frame you have designated.

## SHOW VGT-3, PLANNING



Ref: TC 25-30, pp 1-8 thru 1-10, FM 7-1, pp 4-52 thru 4-58

QUESTION: What is the focus of short-range planning?

ANSWER: Short-range planning refines the long-range calendar and defines the broad guidance on training events and activities.

Ref: TC 25-30, p 1-8, FM 7-1, p 4-56, para 4-122

## REMOVE VGT-3

**CHECK ON LEARNING:** PE-1 serves as the check on learning for this lesson.

**BREAK:** TIME: 0:50 to 01:00

**B. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Review the steps for preparing for a training meeting.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment, given TC 25-30 and FM 7-1.
<b>STANDARDS:</b>	Reviewed the steps for preparing for a training meeting IAW TC 25-30 and FM 7-1.

1. Learning Step / Activity 1. The Training Meeting Process

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:14  
Time of Instruction: 20 mins  
Media: VGT-4 thru VGT-6

To understand the planning process conducted prior to a company training meeting, we must understand just what occurs during the meeting.

QUESTION: What are the objectives of a training meeting?

ANSWER:

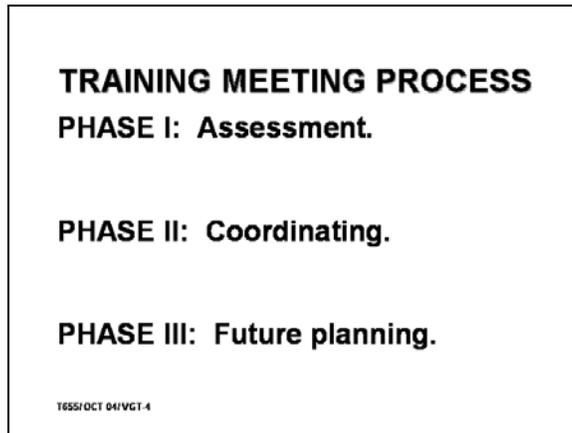
- a. Review completed training.
- b. Deconflict training issues.
- c. Plan and prepare future training.
- d. Exchange timely training information between participants.

Ref: TC-25-30, p 2-1, FM 7-1, p B-1, para B-3

**NOTE:** Ensure students briefly discuss how these objectives relate to the Training Management Cycle.

With the training meeting objectives in mind, we now need to discuss the phases of the training meeting process.

**SHOW VGT-4 TRAINING MEETING PROCESS**



Ref: TC 25-30, p 2-1, FM 7-1, p B-1, para B-3

**NOTE:** Ensure students briefly cover the following key points:

- The assessment phase describes effectiveness of the training conducted since the last training meeting.
- The coordination phase includes detailed and specific instructions added to training events currently on the published training schedule.
- The future planning phase develops the future training plans that support the assessment conducted in Phase I.

**REMOVE VGT-4**

**NOTE:** Have students list who should attend the company training meeting and have them explain why.

**SHOW VGT-5 TRAINING MEETING PLANNING PROCESS ATTENDEES**



Ref: TC 25-30, p 2-2, Fig 2-1, FM 7-1, p B-2, Fig B-1

**REMOVE VGT-5**

**SHOW VGT-6 TRAINING MEETING PLANNING PROCESS ATTENDEES (CONT)**

**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/OCT 04/VGT.6

Ref: TC 25-30, p 2-2, fig 2-1, FM 7-1, p B-2, Fig B-1

**NOTE:** Ensure discussion covers why attendance is mandatory for individuals listed on the VGT.

<u>WHO</u>	<u>WHY (TC 25-30)</u>	<u>WHY (FM 7-1)</u>
Company Commander	See p 2-2, para 2	See p B-2, para B-5
Executive Officer	See p 2-2, para 3	See p B-2, para B-5
First Sergeant	See p 2-2, para 4	See p B-2, para B-5
Platoon Leaders	See p 2-3, para 1	See p B-2, para B-5
Platoon Sergeants	See p 2-3, para 2	See p B-2, para B-5
Master Gunner/Chief of Firing Battery/Shop Supervisor	See p 2-3, para 3	See p B-2, para B-5
Maintenance Team Chief	See p 2-3, para 4	See p B-2, para B-5
Supply Sergeant NBC NCO	See p 2-3, para 5 To provide input related to NBC Training.	See p B-3, para B-5 To provide input related to NBC Training.
Slice/Attached Leaders	See p 2-4, para 1	See p B-3, para B-6

QUESTION: Who else should attend the company training meeting?

ANSWER: Others designated by the commander.

Ref: TC 25-30, p 2-2, fig 2-1, FM 7-1, p B-2, Fig B-1

**REMOVE VGT-6**

QUESTION: When should training meetings occur?

ANSWER: Commanders should strive to hold training meetings on the same day and at the same time each week (or month for RC units).

Ref: TC 25-30, pp 2-4 thru 2-7, FM 7-1, p B-3, para B-8

**CHECK ON LEARNING:** PE-1 is the check on learning for this lesson.

**C. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Review the steps for conducting a training meeting.
<b>CONDITIONS:</b>	As a first sergeant in a classroom environment, given TC 25-30 and FM 7-1.
<b>STANDARDS:</b>	Reviewed the steps for conducting a training meeting IAW TC 25-30 and FM 7-1.

1. Learning Step / Activity 1. Training Meeting Preparation

Method of Instruction: Conference / Discussion  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:14  
Time of Instruction: 30 mins  
Media: VGT-7 thru VGT-10

QUESTION: What actions are necessary prior to conducting a training meeting?

ANSWER: The commander must make his training assessment, someone must prepare the training meeting worksheets, and someone must provide the necessary training aids.

Ref: TC 25-30, pp 3-1 thru 3-10

**SHOW VGT-7, PREPARATION FOR TRAINING MEETINGS**

<p style="text-align: center;"><b>PREPARATION FOR TRAINING MEETINGS</b></p> <ul style="list-style-type: none"><li>• <b>Commander's assessment.</b></li><li>• <b>Worksheets.</b></li><li>• <b>Training aids.</b></li><li>• <b>What to bring.</b></li><li>• <b>Homework.</b></li></ul> <p style="text-align: center;"><small>T655/DCT 04/VGT.7</small></p>
--

Ref: TC 25-30, pp 3-1 thru 3-10

**NOTE:** Ensure students discuss the first sergeant actions to assist in the preparation of the commander's assessment and the training meeting worksheets. Ask the students what the first sergeant should bring to the meeting (e.g., duty rosters for the week of training, taskings from higher headquarters, etc.). Ask what homework the attendees should do prior to the meeting.

With proper preparation, a training meeting should run smoothly and effectively.

As with all meetings, it is important to have an agenda and follow it.

QUESTION: What are the three phases to company training meetings and how long should each phase last?

ANSWER:

Completed Training	15 minutes
Near-Term Training	30 minutes
Short-range Training	15 minutes

Ref: TC 25-30, pp 4-1 and 4-2, Fig 4-1, FM 7-1, p B-4, Table B-1

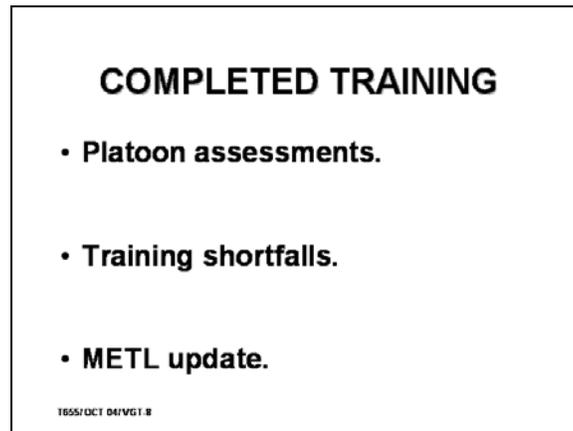
### **REMOVE VGT-7**

**NOTE:** Limit discussion to identifying the phases and time requirements.

QUESTION: What items do we discuss during the completed training phase of the company training meeting?

ANSWER: Platoon assessments, training shortfall, METL update.

### **SHOW VGT-8, COMPLETED TRAINING**



Ref: TC 25-30, pp 4-2 thru 4-5, FM 7-1, p B-5, Fig B-3

**NOTE:** Ensure students discuss how the first sergeant assists in preparing platoon assessments, identifying training shortfalls, and preparing the METL update.

**NOTE:** Students should discuss page 4-5, figure 4-4 in TC 25-30 and the Training Assessment Work Sheet and how it can depict training needs.

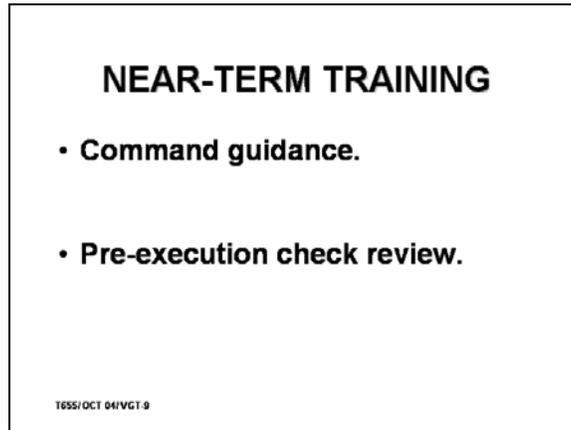
### **REMOVE VGT-8**

QUESTION: What two elements do we address during Near-Term Training?

ANSWER: Command guidance and pre-execution check review.

Ref: TC 25-30, p 4-6, FM 7-1, p B-6, Fig B-4

## SHOW VGT-9, NEAR-TERM TRAINING



Ref: TC 25-30, p 4-6, FM 7-1, p B-6, Fig B-4

**NOTE:** Ensure students discuss command guidance and how it affects the training schedule and the following key points:

- The fourth paragraph of page 4-6 TC 25-30, beginning with “Commanders focus on specific details...” and continue to the bullets that end at the top of page 4-7.
- The pre-execution checklist (Fig. 4-5, p. 4-8, FM7-1) is only a sample and is not complete because it only shows one training event per week. A complete checklist would show all the significant training events for each week.

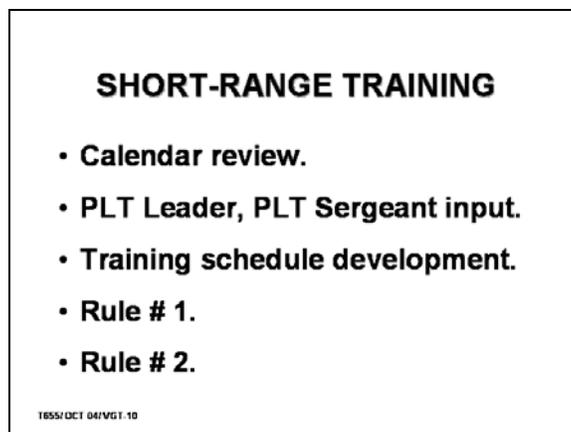
## REMOVE VGT-9

QUESTION: What items do we address during the short-range planning phase?

ANSWER: Calendar review, PLT LDR/PSG input, and training schedule development.

Ref: TC 25-30, p 4-9, FM 7-1, pp B-6 and B-7, para B-24 thru B-26

## SHOW VGT-10, SHORT-RANGE TRAINING



Ref: TC 25-30, pp 4-9 thru 4-11, FM 7-1, pp B-6 and B-7, para B-24 thru B-26

**NOTE:** Ensure students discuss:

- How the commander, during the calendar review, places the information from the battalion long-range training calendar and command training guidance on the draft training schedule.
- How the PLT LDR/PSGs must have well thought-out plans before they provide their input.
- Training event worksheets and their use; they are an example of the “homework” done by attendees.
- How the commander completes his training schedule development. Remind students about the importance of rules one and two.

**REMOVE VGT-10**

**BREAK:** TIME: 01:50 to 02:00

2. Learning Step / Activity 2. Conduct a Company Training Meeting

Method of Instruction: Role Playing  
Technique of Delivery: Small Group Instruction (SGI)  
Instructor to Student Ratio: 1:14  
Time of Instruction: 45 mins  
Media: PE-1

Now that we have a better understanding of the actions that occur before and during the training meeting, we will conduct a practical exercise to reinforce that learning.

**NOTE:** Assign the roles for practical exercise the night before the lesson as homework. The students will present their solution in class. Complete PE-1 (Training Meeting).

**CHECK ON LEARNING:** PE-1 is the check on learning for this lesson.

**SECTION IV. SUMMARY**

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

**Check on Learning**

---

PE-1 serves as the check on learning for this lesson.

---

**Review / Summarize Lesson**

The first sergeant must assist the commander in ensuring that the conduct of unit training remains within the spirit and intent of Army regulations. The company training meeting is the key to successful and proper execution of battle focused training at platoon and company level.

---

**Transition to Next Lesson**

None

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**SECTION V. STUDENT EVALUATION**

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**Testing  
Requirements**

**NOTE:** Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will receive a 40 question written examination that will include questions from this lesson. To receive a GO, you must answer at least 28 of 40 questions correctly. A GO is a requirement for graduation.

---

**Feedback  
Requirements**

**NOTE:** Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

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

---

Terminal Learning Objective

VGT-1, Company Training Meetings

# **COMPANY TRAINING MEETINGS**

**ANALYZE THE PROCEDURES FOR  
CONDUCTING A COMPANY TRAINING  
MEETING.**

**T655/OCT 04/VGT-1**

Enabling Learning Objective A

Learning Step 2

VGT-2, Training Management Responsibilities

## **TRAINING MANAGEMENT RESPONSIBILITIES**

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

T655i OCT 04/VGT-2

# PLANNING

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

T655/OCT 04/VGT-3

Enabling Learning Objective B

Learning Step 1

VGT-4, Training Meeting Process

# **TRAINING MEETING PROCESS**

**PHASE I: Assessment.**

**PHASE II: Coordinating.**

**PHASE III: Future planning.**

**T655/OCT 04/VGT-4**

# **TRAINING MEETING PLANNING PROCESS ATTENDEES**

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

T655/OCT 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.**

T655/OCT 04/VGT-6

Enabling Learning Objective C

Learning Step 1

VGT-7, Preparation for Training Meetings

## **PREPARATION FOR TRAINING MEETINGS**

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

T655/OCT 04/VGT-7

# **COMPLETED TRAINING**

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

T655/OCT 04/VGT-8

# **NEAR-TERM TRAINING**

- **Command guidance.**
- **Pre-execution check review.**

T655/OCT 04/VGT-9

## **SHORT-RANGE TRAINING**

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

T655/OCT 04/VGT-10

**Appendix B - Test(s) and Test Solution(s) (N/A)**

## PRACTICAL EXERCISE 1

<b>Title</b>	CONDUCT A COMPANY TRAINING MEETING		
<b>Lesson Number / Title</b>	T655 version 1 / COMPANY TRAINING MEETINGS		
<b>Introduction</b>	This practical exercise will provide you the opportunity to participate in a company training meeting.		
<b>Motivator</b>	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.		
<b>Learning Step/Activity</b>	<p><b>NOTE:</b> 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><b>Action:</b></td><td>Conduct a Company Training Meeting</td></tr></table>	<b>Action:</b>	Conduct a Company Training Meeting
<b>Action:</b>	Conduct a Company Training Meeting		
<b>Safety Requirements</b>	None		
<b>Risk Assessment</b>	Low		
<b>Environmental Considerations</b>	None		
<b>Evaluation</b>	You will determine how well the PE went during the post-PE discussion with the instructor.		
<b>Instructional Lead-In</b>	Completing this PE will provide you an opportunity to complete a task list.		
<b>Resource Requirements</b>	<p><b>Instructor Materials:</b></p> <p>None</p> <p><b>Student Materials:</b></p> <ul style="list-style-type: none"><li>• SH-3 thru SH-6.</li><li>• TC 25-30.</li><li>• FM 7-1.</li></ul>		
<b>Special Instructions</b>	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		

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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.
    - 1<sup>st</sup> Platoon Leader, SH-4-5.
    - 2<sup>nd</sup> Platoon Leader, select any 3 tasks as “U” from SH-4-6.
    - 3<sup>rd</sup> Platoon Leader, select any 3 tasks as “U” from SH-4-6.
    - 1<sup>st</sup> PSG, A-10 and A-11 deadlined; 3 APFT failures; no Combat Lifesavers.
    - 2<sup>nd</sup> PSG, 1 overweight soldier; PMCS procedures weak.
    - 3<sup>rd</sup> 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; 2<sup>nd</sup> 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.
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- 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

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### 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

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

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**HANDOUTS FOR LESSON: T655 version 1**

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This appendix contains the items listed in this table--

<b>Title/Synopsis</b>	<b>Pages</b>
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

# Student Handout 1

## Advance Sheet

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## Lesson Hours

This lesson consists of three hours of small group instruction

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## 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.

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## Learning Objective

Terminal Learning Objective (TLO)

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

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## 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.
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## Additional Subject Area Resources

FM 7-0, Train the Force.

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## 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.
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## Student Handout 2

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

Slides with student note space.

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# Student Notes

## TRAINING MANAGEMENT RESPONSIBILITIES

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

1655/OCT 04/VTG1 2

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## PLANNING

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

1655/OCT 04/VTG1 3

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## TRAINING MEETING PROCESS

PHASE I: Assessment.

PHASE II: Coordinating.

PHASE III: Future planning.

1655/OCT 04/VTG1 4

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**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

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## COMPLETED TRAINING

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

16SS/OCT 04/VGT 8

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## NEAR-TERM TRAINING

- Command guidance.
- Pre-execution check review.

16SS/OCT 04/VGT 9

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## SHORT-RANGE TRAINING

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

16SS/OCT 04/VGT 10

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## **Student Handout 3**

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

Practical Exercise 1 information.

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## PRACTICAL EXERCISE SHEET PE-1

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<b>Title</b>	CONDUCT A COMPANY TRAINING MEETING		
<b>Lesson Number/Title</b>	T655 version 1 / COMPANY TRAINING MEETINGS		
<b>Introduction</b>	This practical exercise will provide you the opportunity to participate in a company training meeting.		
<b>Motivator</b>	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.		
<b>Learning Step/Activity</b>	<p><b>NOTE:</b> 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%;"><b>Action:</b></td><td>Conduct a Company Training Meeting.</td></tr></table>	<b>Action:</b>	Conduct a Company Training Meeting.
<b>Action:</b>	Conduct a Company Training Meeting.		
<b>Safety Requirements</b>	None		
<b>Risk Assessment Level</b>	Low		
<b>Environmental Considerations</b>	None		
<b>Evaluation</b>	You will determine how well the PE went during the post-PE discussion with the instructor.		
<b>Instructional Lead-In</b>	Completing this PE will provide you an opportunity to complete a task list.		
<b>Resource Requirements</b>	<p><b>Instructor Materials:</b></p> <p>None.</p> <p><b>Student Materials:</b></p> <ul style="list-style-type: none"><li>• SH-3 thru SH-6.</li><li>• TC 25-30.</li><li>• FM 7-1.</li></ul>		

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## Special Instructions

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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.
    - 1<sup>st</sup> Platoon Leader, SH-4-5.
    - 2<sup>nd</sup> Platoon Leader, select any 3 tasks as "U" from SH-4-6.
    - 3<sup>rd</sup> Platoon Leader, select any 3 tasks as "U" from SH-4-6.
    - 1<sup>st</sup> PSG, A-10 and A-11 deadlined; 3 APFT failures; no Combat Lifesavers.
    - 2<sup>nd</sup> PSG, 1 overweight soldier; PMCS procedures weak.
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    - Armorer, all weapons dirty; no DA Forms 2404; 6 weapons deadlined; 0 balance on handguards and firing pins.
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    - 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; 2<sup>nd</sup> 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.

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- 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

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### 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.

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### Feedback Requirements

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

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## **Student Handout 4**

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

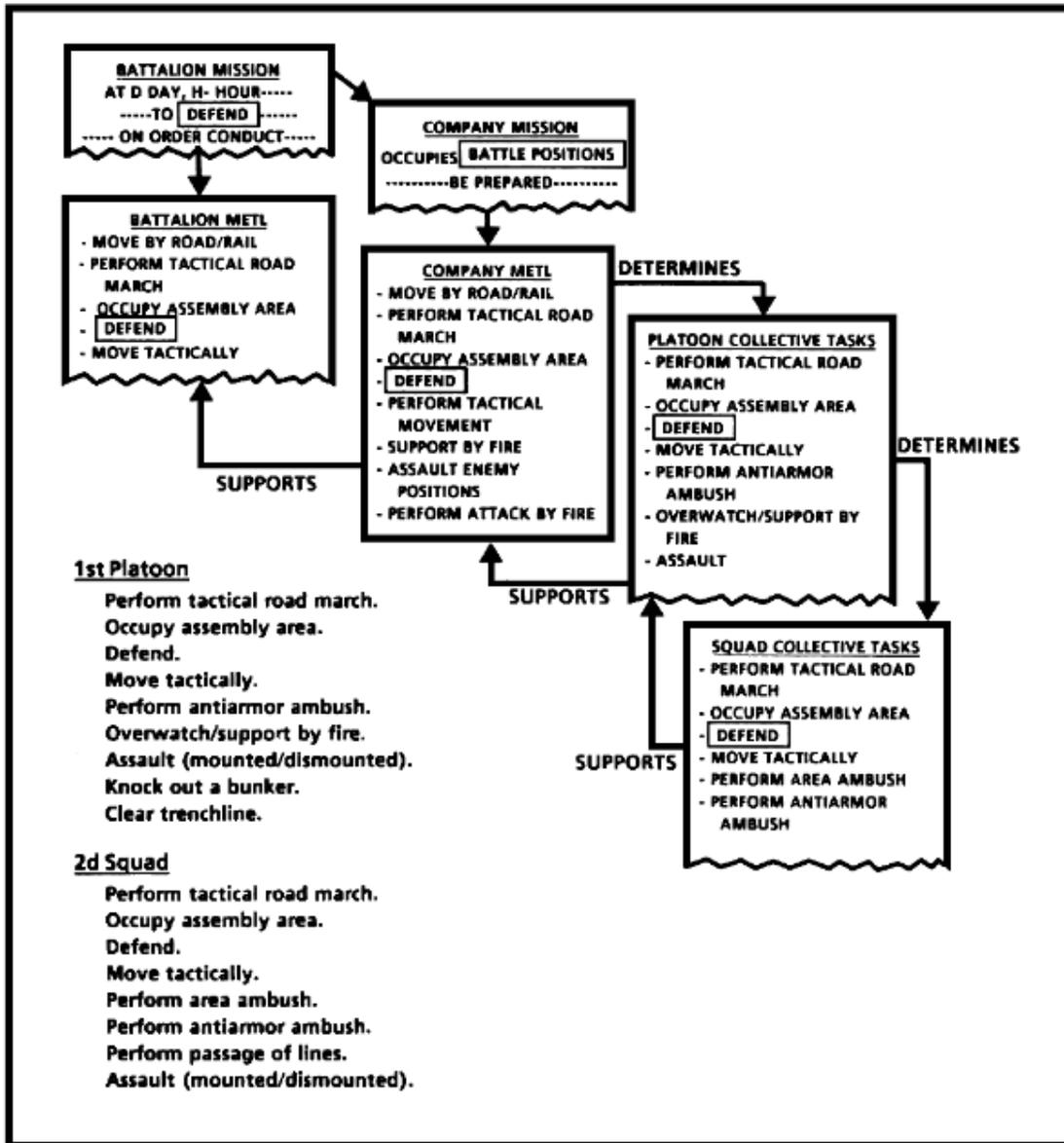
Practical Exercise 1 information.

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*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"> <li>SUSTAINMENT TRAINING FOR COMPANY</li> </ul>
PERFORM TACTICAL ROAD MARCH	P	T	P	P	P	P	T	P	<ul style="list-style-type: none"> <li>CONDUCT AS MULTICHELON EVENT DURING ALL FIELD EXERCISES</li> </ul>
OCCUPY ASSEMBLY AREA	P	P	P	P	T	P	P	P	<ul style="list-style-type: none"> <li>CONDUCT AS OPPORTUNITY TRAINING DURING GUNNERY</li> </ul>
DEFEND	P	P	P	P	T	P	P	P	<ul style="list-style-type: none"> <li>CONDUCT LEADER DEVELOPMENT SEMINAR, TEWT, AND CFX DURING GUARD AND DETAIL</li> </ul>

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"> <li>• CONDUCT LEADER DEVELOPMENT CLASS WITH SQUAD LEADERS AND ABOVE</li> </ul>
PERFORM TACTICAL ROAD MARCH	P	T	P	P	P	P	T	P	<ul style="list-style-type: none"> <li>• ALL VEHICLE MOVEMENTS WILL BE DONE TACTICALLY</li> </ul>
OCCUPY ASSEMBLY AREA	T	P	P	P	P	T	P	P	<ul style="list-style-type: none"> <li>• INCLUDE IN BN TEWT AND FTX</li> <li>• SCHEDULE AS A REHEARSAL PRIOR TO FTX</li> </ul>
DEFEND	T	P	T	P	T	P	P	P	<ul style="list-style-type: none"> <li>• CDR &amp; PLT LEADERS PARTICIPATE IN BN TEWT</li> <li>• PLT DEF STX THIS QTR</li> <li>• CO OFF STX THIS QTR</li> <li>• CALFEX</li> <li>• TRAIN DEF SOLDIER TASKS PRIOR TO FTX</li> </ul>

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><b>DEVELOPMENT CYCLE</b></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><b>TRAINERS NOTES</b></p> <p>- ASSAULT PHASE WAS GOOD * POOR REORGANIZATION &amp; EVALUATION * NEED TO DISPERSE TO COVER &amp; 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 &amp; INSP? ← WEAK RECO 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>NCOIC/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. REFE</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**

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

Practical Exercise 1 information.

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### 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 S	UNIFORM & EQUIPMENT
TIME	TRAIN ED	ACTIVITY	LOCATI ON	TRAIN ER		
<b>MON 8 JAN</b>						
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 <sup>ST</sup> 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
<b>TUE 9 JAN</b>						
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 <sup>ND</sup> 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
<b>WED 10 JAN</b>						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PERS HYGIENE				2
0900-EOM	3 <sup>RD</sup> 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
<b>THUR 11 JAN</b>						
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
<b>FRI 12 JAN</b> TRAINING HOLIDAY						
<b>SAT/SUN</b> NO TRAINING						
<b>13-14 JAN</b> 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	S	
MON 15 JAN		NO TRAINING SCHEDULED				
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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 <sup>ST</sup> 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
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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 <sup>ST</sup> PLT	AAR	PLT AREA	PLT LDR	FM 7-1	2
0900-EOM	2 <sup>ND</sup> 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 <sup>ST</sup> PLT	RECOVERY	CO AREA	PLTLDR/SGT	SOP	2
1200-1300	A CO	LUNCH	CO AREA	SQD LDR	SOP	2
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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 <sup>ND</sup> PLT	AAR	PLT AREA	PLT LDR	FM 7-1	2
0900-EOM	3 <sup>RD</sup> 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 <sup>ND</sup> PLT	RECOVERY	CO AREA	PLT LDR/SGT	SOP	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
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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
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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**

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

Practical Exercise 1 information.

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**JANUARY XXXX**

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