

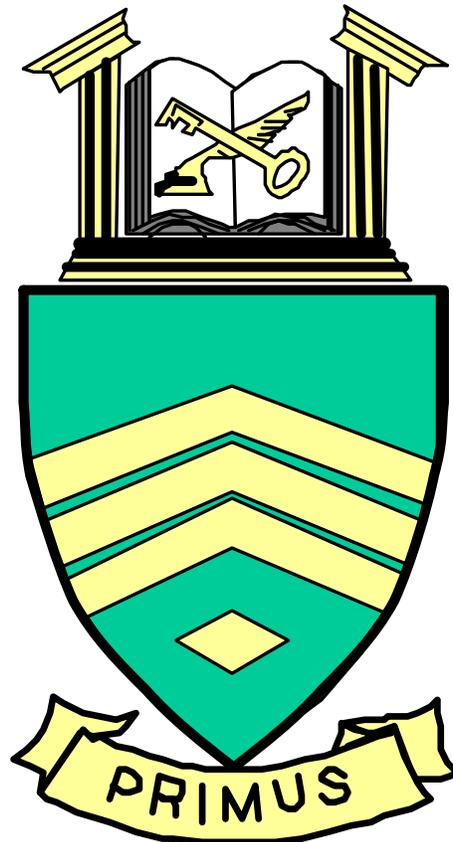
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

T655

OCT 03

COMPANY TRAINING MEETINGS

## STUDENT HANDOUT



**THIS PAGE LEFT BLANK INTENTIONALLY**

---

## HANDOUTS FOR LESSON 1: T655 version 1

---

**This Appendix Contains** This appendix contains the items listed in this table--

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Advance Sheet	SH-1-1 to SH-1-3
SH-2, Training Schedule	SH-2-1 to SH-2-5
SH-3, Duty Roster and Calendar	SH-3-1 to SH 3-4
SH-4, Student Note	SH-4-1 to SH-4-4
SH-5, Practical Exercise	SH-5-1 to SH-5-4

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Student Handout 1

---

This Student Handout contains Advance Sheet.

---

**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

<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 25-101 and TC 25-30.
<b>Standards:</b>	Analyzed the procedures for conducting a company-training meeting IAW FM 25-101 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.
  - Skim FM 25-101, p 2-10, 3-17, 3-31, 5-11, 5-12 and Appendix A.
  - Review PE-1 (SH-5) and SH-2, and prepare your assigned portions of the training meeting.
- 

### Additional Subject Area Resources

FM 7-0, Train the Force.

---

---

**Bring to Class**

TC 25-30

FM 25-101

SH-2

PE-1 (SH-5) and homework notes for training meeting.

All reference material you have received.

Pen or pencil and writing paper.

---

## Student Handout 2

---

This Student Handout contains Training Schedules.

## Student Handout 2

### Training Schedules

<u>DAY &amp; DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE</u>	<u>UNIFORM &amp; EQUIPMENT</u>
<u>TIME</u>	<u>TRAINED</u>				<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 7-8-MTP	1
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO	SQUAD DRILLS	CO AREA	SQD LDR	ARTEP-7-8-MTP	1
THUR 28 DEC						
0700-1200	A CO (1)	SGT'S TIME	BLDG XXXX	NCOS	NOTES-7-8-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 GUIDANCE	2
1300-1700	A CO (-)	TA-50 INSPECTION	BLDG XXXX	PLT SGT	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	A5 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

<u>DAY &amp; DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE</u>	<u>UNIFORM &amp; EQUIPMENT</u>
<u>TIME</u>	<u>TRAINED</u>				<u>S</u>	
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-7-8-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-7-8-MTP	1
0700-2400	A CO	FTX	PJ0000000	CDR	ARTEP-7-8-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

<u>DAY &amp; DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE S</u>	<u>UNIFORM &amp; EQUIPMENT</u>
<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	AR600-20	2
0900-1000	OFF	BN OPD (LEGAL)	BLDG XXXX	CPT XXXX	AR 27-10	2
1000-1200	OFF	ADMIN MTG	BLDG XXXX	CDR	STAFF	2
					NOTES	
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

<u>DAY &amp; DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE</u>	<u>UNIFORM &amp; EQUIPMENT</u>
<u>TIME</u>	<u>TRAINED</u>				<u>S</u>	
MON 15 JAN		NO TRAINING SCHEDULED				
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
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 25-101	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
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 25-101	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
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	CO AREA	PLT LDR/SGT	APPL TMS	2
1300-1400	NCOs	MAINTENANCE				
1415-1515	NCOs	NCODP (GUNNERY AAR)	BLDG XXXX	1SG	FM 25-101	2
1300-1400	OFFICERS	1SG TIME	BLDG XXXX	1SG	NOTES	2
		OPD (SUPPLY)	BLDG XXXX	SUPPLY SGT	SUPPLY	2
1500-1600	SELECT PER	UPDATE				
1630-1700	A CO	CO TNG MEETING	BLDG XXXX	CDR	NOTES	2
		SAFETY BRIEF	MOTOR POOL	CDR	AR 385-10	2
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

**THIS PAGE LEFT BLANK INTENTIONALLY**

## Student Handout 3

---

This Student Handout contains Duty Roster and Calendar.

**THIS PAGE LEFT BLANK INTENTIONALLY**





**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>			

**THIS PAGE LEFT BLANK INTENTIONALLY**

## Student Handout 4

---

This Student Handout contains Student Notes.

**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.

T655/OCT 03/VGT-2

---

---

---

---

---

---

---

## PLANNING

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

T655/OCT 03/VGT-3

---

---

---

---

---

---

---

## TRAINING MEETING PROCESS

PHASE I: Assessment

PHASE II: Coordinating

PHASE III: Future planning

T655/OCT 03/VGT-4

---

---

---

---

---

---

---

**TRAINING MEETING  
PLANNING PROCESS**

**ATTENDEES**

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

T655/OCT 03/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 03/VGT-6

---

---

---

---

---

---

---

---

**PREPARATION FOR TRAINING  
MEETINGS**

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

T655/OCT 03/VGT-7

---

---

---

---

---

---

---

---

**COMPLETED TRAINING**

- Platoon assessments
- Training shortfalls
- METL update

T655/OCT 03/VGT-8

---

---

---

---

---

---

---

**NEAR-TERM TRAINING**

- Command guidance
- Pre-execution check review

T655/OCT 03/VGT-9

---

---

---

---

---

---

---

**SHORT-RANGE TRAINING**

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

T655/OCT 03/VGT-10

---

---

---

---

---

---

---

**THIS PAGE LEFT BLANK INTENTIONALLY**

# Student Handout

---

This Student Handout contains Practical Exercise 1.

---

## PRACTICAL EXERCISE SHEET PE-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)</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 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> None.</p> <p><b>Student Materials:</b> None.</p>		
<b>Special Instructions</b>	<p>The focus of this exercise is on <i>PROCESS</i>. Use Student Handout 2 and FM 25-101 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.</p> <p><b>REQUIREMENT:</b></p> <ol style="list-style-type: none"><li>1. Prepare for training meeting (Homework).</li><li>2. Conduct training meeting (35 minutes, group).</li></ol>		

---

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-2-1 thru SH-2-4 (training schedules).
- FM 25-101, fig 2-17, p 2-10 (Team A's METL).
- FM 25-101, fig 3-13, p 3-17 (Team A Commander's Training Assessment).
- FM 25-101, fig 3-28, p 3-31 (sample training meeting agenda).
- FM 25-101, p A-27 thru A-30 (BN training guidance and short-range training calendar).

2. The specific material for your position.

- Commander, FM 25-101, fig. 5-11, p. 5-12.
- XO, see (10th) thru (14th) bullets this paragraph.
- 1SG, SH-2 and SH-3.
- 1<sup>st</sup> Platoon Leader, FM 25-101, fig. 5-9, p. 5-11.
- 2<sup>nd</sup> Platoon Leader, select any 3 tasks as "U" from FM 25-101, fig. 2-21, p. 2-13.
- 3<sup>rd</sup> Platoon Leader, select any 3 tasks as "U" from FM 25-101, fig. 2-21, p. 2-13.
- 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 weapon; 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 mask; 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.
- 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 (ref: FM 25-101, p. A-30).
  - 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 2 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.