

Company Training Management

Training SOP

D company METL

Individual/ Leader Critical Tasks

Company Training Strategy

Planning Training Strategy

Division Training Cycle System

AARs

Physical Training

Training Meetings

Training Schedule Development Tools

- **Q- How do I develop a successful Company Training Plan?**

A- This Training SOP will act as a good guide to develop your training strategy. The key to success is your company training meetings.

Make sure that they are published on the training schedule, guarded from distractions, and all levels of leaders prepare properly and are in attendance.

DEPARTMENT OF THE ARMY
COMPANY D, 1st BATTALION 325th AIRBORNE INFANTRY REGIMENT
FORT BRAGG, NORTH CAROLINA 28307-5100

AFVC-BA-D

8 Dec 99

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Training Standard Operating Procedures (TSOP).

1. General.

- a. Purpose. The purpose of this SOP is to standardize routine training in Company D, 1-325 AIR in order facilitate ease of planning and execution of all training. Company leaders will know and use this document to develop and implement training plans and keep paratroopers informed of what, when, why, and how we execute training. The SOP will provide for continuity during changes in leadership throughout the company.
- b. Applicability. This SOP applies to all units assigned or attached to Company D, 1-325 AIR except when modified through company orders.

2. Responsibility:

- a. The Company Commander is overall responsible for maintaining the TSOP.
- b. Recommended changes may be submitted at any time.
- c. The commander will maintain the TSOP electronically on a 3.5" disk and hard copy.

3. POC is the undersigned at 2-9920.

Commander's First Mi. Last Name
Rank, Branch
Commanding

Distribution:
AT1-AT5
HQ
1SG

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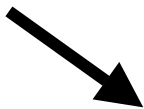
Appendix 1 (METL and Platoon and Section High Pay Off Tasks) to ANNEX A (TRAINING REQUIREMENTS) to D/1-325 AIR TSOP.

1. General. The Company Mission Essential Task List (METL) is supported by platoon and section High Pay Off Tasks. The diagram below shows the relationship between the battalion and company METL and the platoon and section High Pay Off Tasks. The commander will ensure that platoon training focuses sections on these High Pay Off Tasks.

METL AND HIGH PAYOFF COLLECTIVE TASKS & DRILLS

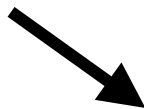
1-325 AIR

Execute RSOP (7-1-1916)
Airborne Assault to Seize Airfield (7-1-1036)
Establish Lodgment (7-1-1033)
Assault (7-1-1008)
Fight a Meeting Engagement (7-1-1007)
Move Tactically (7-1-1004)
Protect the Force



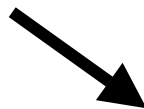
D/1-325 AIR METL (82nd Abn Div SOP)

Defend (17-2-8-1)
Conduct Convoy Security Operations (17-2-9-1)
Conduct Route Reconnaissance Operations (17-2-10-1)
Provide AT Fires to Support Battalion Operations (7-2-1176)
Screen (7-2/3-1145)
Maintain OPSEC (7-2/3-1157)



Anti-Armor Platoon (Company Directed)

Prepare for Combat (7-2/3-1146)
Move Tactically (7-3-1125)
Defend (17-2-8-1)
Screen (7-2/3-1145)
Overwatch/Support by Fire (7-3/4-1107)
React to Contact (7 Forms)
Control Fires (7-3/4-1175)
Conduct Convoy Security Operations (17-2-9-1)
Conduct Route Reconnaissance Operations (17-2-10-1)
Consolidate and Reorganize (7-2/3-1147)
Break Contact



Anti-Armor Section (Company Directed)

Occupy Firing Position (7-3/4-1171)
Occupy Section OP
React to Contact (7 Forms)
Move Tactically (7-3-1125)
Break Contact

Appendix 2 (Individual and Leader Tasks) to ANNEX A (TRAINING REQUIREMENTS)
to D/1-325 AIR TSOP.

1. References.
 - a. ARTEP 7-91-MTP
 - b. ARTEP 7-91-DRILL
 - c. ARTEP 7-8-DRILL
2. Purpose. To provide Individual and Leader Training Task focus for all soldiers in Co D.
3. Individual Tasks. The Top Individual Tasks for soldiers assigned to Company D are listed below. These directly support Section High Pay Off tasks and are trained in addition to the Common Tasks. Soldiers should become proficient in all of these tasks within the first 90 days of assignment. Section and squad leaders are the primary trainers for these tasks. Platoons will ensure that opportunity training and Sergeant's time training focuses on these tasks.
 - a. SHOOT.
 - (1) TOW. Complete Gunners Skills Test.
 - (2) MK-19/M2- Disassemble/Assemble, Maintain, Engage Targets, Sight and T & E Manipulation. Prepare range card.
 - (3) Individual Weapon. Zero, Engage Targets, Maintain, Load, Correct Malfunction.
 - (4) Conduct PMCS on personal weapon, equipment.
 - b. MOVE.
 - (1) Perform 12-mile tactical foot march.
 - (2) Drive a HMMWV.
 - (3) Drive under limited visibility/ hazardous conditions.
 - (4) Maintain PMCS a HMMWV.
 - (5) Determine location using a PLGR.
 - (6) Rig Personal Weapon and Equipment for Airborne Operation.
 - c. COMMUNICATE.
 - (1) PMCS, place ASIPS radio into operation.
 - (2) Operate an ANCD.
 - (3) Send/Receive a radio message using proper radio procedure.
 - d. SURVIVE
 - (1) Construct an individual fighting position.
 - (2) Don M40 protective mask, drink while masked, Increase MOPP.
 - (3) Administer Nerve agent antidote to self/buddy.
 - (4) Apply field/pressure dressing and tourniquet.
 - (5) Prevention of and first aid for heat/cold injuries.

4. Leader Tasks. The tasks for all leaders (squad leader and above) are listed below.
- All collective training should focus in part on teaching, executing, and evaluating these tasks (multi echelon training). They are a base line for all successful leaders in the company. This list is not comprehensive, it merely serves to focus leaders in their professional development.
- a. Shoot.
 - (1) Plan and employ Fire Support (7-2-1106)
 - (2) Control organic Fires/Communicate a Direct Fire Plan
 - (3) Prepare a section/platoon sector sketch (071-326-5770)
 - (4) Manage Organic Weapon System Battery Program
 - b. Move.
 - (1) Navigate from One Point on the Ground to Another Point While Mounted (071-329-1030)
 - (2) Supervise Occupation of an Assembly Area
 - (3) Consolidate and Reorganize after Contact
 - c. Communicate.
 - (1) Issue an Oral Operations Order/Frago.
 - (2) Maintain Radio Communications
 - (3) Perform Visual Signaling Techniques
 - (4) Conduct Troop Leading Procedures For an Operation
 - (5) Plan for Use of Control Measures
 - (6) Report Enemy Information (SALUTE)
 - (7) Coordinate with supported Units
 - (8) Designate Fighting Positions
 - d. Survive.
 - (1) Supervise the breaching and clearing of Minefields
 - (2) Employ NBC Defense Team



Appendix 4(Trained Squads) to ANNEX A (TRAINING REQUIREMENTS) to D/1-325 AIR TSOP.

1. General. Functional Squads and sections are the objective of all training. It will be accomplished using the following strategy:

DELTA COMPANY TRAINING STRATEGY

FUNCTIONAL SQUADS

**OMA/ORS
CIP**

**PROGRAM
PERSONNEL
INTEGRATION
AWARDS
COMPANY T-SHIRTS
PHYSICAL TRAINING
TEAM BUILDING EVENTS**

SUPPLY

PEO following field deployments. ORS/Maintenance schedule
10% and sensitive item inventories- planned and executed to standard.

MAINTENANCE

Command Maintenance on Mondays during Mission Cycle. PEO following field deployments. Service shedule on calendar/tng schedule. Maintenance tasks in squad competitions. Command Inspection Program.

Published Company Standards:

1. TACSOP
2. Training SOP
3. Leader SOP

Leader Development:

1. Monthly NCOPD, OPD,LPD at Company level (BN OPD may substitute)
2. Leader Training during for ITC

Team Building:

1. Team Oriented Platoon Gut Checks during PT every other month.
2. Company Coolyconch Mountain Run once a cycle
3. Company PT every other week
4. Footmarches weekly

1. General. Listed below are the training requirements IAW 82 ABN DIV REG 350-1 (June 1997) and the frequency that they must be conducted. The commander will plan the training requirements at least two quarters out on the planning worksheet. After any required training is conducted, the CO Opns NCO will update the worksheet in the training book and (if required) prepare the appropriate memorandums as a record of training conducted.

[illegible]

Appendix 5(Division Training Cycle) to ANNEX A (TRAINING REQUIREMENTS) to D/1-325 AIR TSOP.

1. General. Listed below is the breakdown of the Division training cycle and the Co D training events normally executed during each portion. It is important to identify and conduct any leader training tasks required for ITC and get them done during Mission Cycle—If no time is available during mission cycle (EIB, JRTX) time must be set aside during ITC prior to conducting collective training.

CYCLE	TRAINING EVENT	REMARKS
MISSION	EDRE	DRF 1
	GST	
	Command Maintenance	
	EIB	
	On Post Schools	
	Train the Leader Course	
	Individual and Squad Local Tng	DRF 2,3
	JRTX	
	Qualification and BRM	
	OMA	
	ORS Prep/Maintenance	
	Driver Training	
	BN/BDE CIP	
	Driver Training	DRF 7
SUPPORT	TGT Tables 1-4	DRF 7,8,9
	GST	
	Leader Training	Prep for next ITC
	Squad Competitions	DRF9
	APFT	DRF 9, hard to build on DRF 7
	Post Support	
	On/Off Post Schools	DRF 8
	Squad/Section Collective Training	
ITC	Block/Max Leave	
	Squad/Section LFXs, RG 44,77	
	DRF Zero	
	Section/Platoon Collective Training	Range 63 TOW LFXs
	Exevals	
	Section/Platoon LFX	BDE FTX
	Company CALFEX	BDE FTX
	Company Collective Training	AASLT Tng during ITC only
	OPFOR Support	
	ORS Prep/Maintenance	Assume DRF 1 first

Duty platoon will rotate weekly (noted on training schedule).

Appendix 6 (After Action Reviews) to ANNEX A (TRAINING REQUIREMENTS) to D/1-325 AIR TSOP

1. Reference. TC 25-20, A Leader's Guide to After-Action Reviews.
2. General. Units will conduct After Action Reviews (AARs) at the completion of all training. AARs will be conducted formally and informally IAW the commander's guidance. Time for AARs will be allocated in all training plans.
3. Purpose. AARs are used as professional discussion of a training event, focused on performance standards, that enables paratroopers to discover for themselves what happened, why it happened, and how to sustain strengths and improve on weaknesses. Furthermore, AARs will generate input to company training meeting with evaluations, lessons learned, and assessments that will drive future training in the company.
4. Responsibility. AARs are a leader responsibility. All leaders will be familiar with TC 25-30. AARs must be resourced and planned. All leaders will carry a copy of the AAR format (see below) during training. AARs will:
 - be conducted during or immediately after each event
 - focus on specific training objectives
 - involve all participants in the discussion
 - use open ended questions
 - be related to specific standards (MTP, etc)
 - determine strength and weaknesses
 - link performance to subsequent training
 - duration- formal—no more than one hour, informal—no more than 15 minutes
5. Format. Formal AARs will follow the format listed below:



D/1-325 AIR AAR AGENDA



- | | |
|---|----------------------------|
| • INTRODUCTION AND RULES | AAR LEADER |
| • REVIEW OF TRAINING OBJECTIVES | AAR LEADER |
| • COMMANDER'S MISSION AND INTENT
(WHAT WAS SUPPOSED TO HAPPEN) | UNIT LEADER OR UNIT MEMBER |
| • OPFOR COMMANDER'S MISSION AND INTENT
(WHEN APPROPRIATE) | OPFOR LEADER |
| • RELEVANT TTPS (DOCTRINE, ETC) | AAR LEADER |
| • SUMMARY OF EVENTS (WHAT HAPPENED) | UNIT LEADER THEN ALL |
| • KEY ISSUES (WHY IT HAPPENED AND HOW TO IMPROVE) | ALL |
| • ISSUES | AAR LEADER |
| • SAFETY (DISCUSSED THROUGHOUT) | AAR LEADER/UNIT LEADER |
| • SUMMARY | AAR LEADER |

Appendix 7 (Physical Training SOP) to ANNEX A (TRAINING REQUIREMENTS) to D/1-325 AIR TSOP

1. References:
 - a. FM 21-20 Physical Training
 - b. Div Pam 600-2
2. General. Physical Training is a cornerstone for all activities conducted in the company. The endstate for all physical training is physically and mentally tough paratroopers capable of aggressively meeting any challenge/mission that the company faces.
3. Concept. Due to the hectic nature of day to day operations in the 82nd Airborne Division PT will be executed between 0630 and 0745 daily. Paratroopers will conduct personal hygiene and barracks maintenance between 0745 and 0900. All formations or training prior to 0900 will be coordinated through the CDR/1SG.
4. Standards.
 - a. All personnel leading PT will read the task, conditions, standard, and risk assessment from a prepared 3 x 5 in card.
 - b. PT will begin with warmup, stretch, and PT execution, followed by a cool down.
 - c. PT will not be conducted below the platoon level at any time.
 - d. PL/PSG will conduct PT with their unit unless directed by the CDR/1SG.
 - e. Company PT will be conducted on the first day of each week.
 - f. Footmarches (platoon or company as directed) will be conducted on the last workday of each week unless otherwise directed by the commander.
 - g. Uniform:
 - Red Falcon T shirt on first of each work week.
 - Cold Weather Uniform as directed daily by the 1SG.
 - See DIV Pam 600-2 for further requirements
 - h. Planning:
 - Platoons will submit PT calendars IAW with the commander's suspense monthly.
 - Prior to submitting calendars the company commander will provide company PT input to allow platoons to properly develop and manage their program.
 - Changes to PT calendars will be coordinated through the company commander.
 - During Support Cycle company PT may be conducted daily IAW taskings and deployed personnel.
 - i. Organized sports are not authorized during PT hours.

1. Appendix 8(Platoon Training Standards) to ANNEX A (TRAINING REQUIREMENTS)
to D/1-325 AIR TSOP

1.General. Platoon training will follow the centralized planning, decentralized execution philosophy. Platoon leaders will focus on the training of their sections and squads using the giving priority to the tasks listed in this SOP. Section leaders will facilitate the training of their squads and individual soldiers and squad leaders will work to ensure that there are proficient in all individual tasks. Platoon leaders and platoon sergeants are responsible for ensuring that platoon training is conducted to standard.

1. Purpose. The purpose of this appendix is to outline platoon training standards.

2. Tasks, Conditions, Standard:

a. Task: Maintain Platoon Mission Proficiency

Condition: Given designated MTP high pay off tasks and collective task summary, appropriate FMs, TMs, and training documents, battalion and company training guidance, battalion and company TACSOP and TSOP, a platoon MTOE, and appropriate training resources.

Standard:

- (1) Be trained and ready to deploy to combat anywhere in the world in 18 hours.
- (2) Receive satisfactory rating on all MTP tasks.
- (3) Evaluate and correct training deficiencies, individual/corrective weaknesses using the AAR process.
- (4) Brief commander at weekly training meeting on changes to training status.
- (5) Provide the Company XO a daily status of equipment.

b. Task: Plan and Conduct Platoon Training

Condition: Given designated MTP high pay off tasks and collective task summary, appropriate FMs, TMs, and training documents, battalion and company training guidance, battalion and company TACSOP and TSOP, a platoon MTOE, and appropriate training resources.

Standard:

- (1) Conduct platoon training to support designated MTP tasks IAW company quarterly training letter. Your standards are division and MTP standards.
- (2) Platoon training will be performance oriented.
- (3) Prepare Tasks, Conditions, Standard for all platoon training.
- (4) Include your platoon sergeant and section leaders when planning training.
- (5) Training is event and standard, not time oriented. Critique and correct (retrain) all training deficiencies (plan Train to Standard time for all events).
- (6) Request all training support requirements through the XO seven weeks out using Company Training Support Matrix. Verify two weeks out at company training meeting.
- (7) Attend all company training meetings with required materials IAW the TSOP.
- 8) Learn the division training cycle template. Be innovative in keeping paratroopers focused on training. Become familiar with FM 25-101, Battle Focused Training.

ANNEX B (TRAINING MEETINGS) to D/1-325 AIR TSOP

1. References:
 - a. TC 25-30, A Leader's Guide to Company Training Meetings.
 - b. FM 25-101, Battle Focused Training.
2. General. Training meetings will be conducted weekly at battalion and company level. The commander and 1SG will attend battalion-training meetings. The commander will require a platoon leader to attend battalion-training meetings on a routine basis. The purpose is professional development.
3. Battalion Training Meetings. Battalion Training Meetings are usually held at 1400 on the first day of the workweek in the Red Falcon Conference Room. The battalion training meeting agenda is at Appendix 1. Initial draft of the week T-7 training schedule is due at the beginning of each meeting unless otherwise noted by the BN S3. The company commander will attend the battalion training meeting prepared to brief the following:
 - a. Lessons Learned from previous week's training.
 - b. Changes to company METL assessment
 - c. Changes to week T-0 to T-6 ,highlight on weekly planner, Appendix 2
 - d. Concept (Draft Training Schedule) for week T-7 on overhead VGT.
4. Company Training Meetings.
 - a. Company Training Meetings will be held at 1300 on the day prior to the Battalion Training Meeting unless otherwise designated by the company commander. Training meetings will be held in the company conference room. Attendees are platoon leaders, platoon sergeants, commander, XO, 1SG, and Operations NCO. Periodically, commodity area NCOs will also attend. Attendees will bring company planning calendars (Dawg Pound Planner), training schedules, and writing materials. The agenda for company training meetings is at Appendix 3.
 - b. The Company Training Meeting is the primary means to plan training within the company. The goals of each meeting are for leaders to:
 - (1) Provide input to training week T-9, on a concept slide which will be briefed by the commander at the next Company Training Meeting as week T-8 draft training schedule. This is the final time to provide input to this training shedule at the battalion training meeting as T-7 draft. SEE ANNEX C, Training Management
 - (2) Capture Lessons Learned from the previous weeks training.
 - (3) Assess Training/Update the company METL in order to help develop future training.
 - (4) Brief any changes to T-0 to T-7.
 - c. Every week the commander will provide company training meeting worksheets, signed training schedule for week T-2. Every other week the commander will provide updated short range calendars (3 months out).

- d. It is important that all leaders prepare for the weekly training meeting. Training and training issues are the only topics for the meeting. The meeting will last no more than one hour. The meeting is not a detailed of all training weeks out to T-9. Different topics will be covered for each training week IAW the agenda.
- e. Platoons are not required to have structured training meetings, however, they will schedule weekly sessions to put out information and confirm future training. Squad leaders and above will attend. The commander will attend periodically.
- f. Company Training Meeting Preparation. The operations NCO will use the following checklist to prepare for the company training meeting:

	PRODUCT	REMARKS
	WEEKLY	
	Prepare 15 copies of Training Meeting Worksheet	Get original from Cdr morning of meeting
	T-2 Final (signed) Training Schedule <ul style="list-style-type: none"> 15 paper copies (2 per plt, 5 HQ) 1 VGT copy for display during meeting 	S3 Training NCO provides weekly
	T-8 Draft Training Schedule <ul style="list-style-type: none"> 1 VGT copy 	Commander prepares weekly for BN Meeting
	T-9 Weekly Training Worksheet <ul style="list-style-type: none"> 1 VGT copy 	Commander enters highlights from BN Cdr prior to company meeting
	Training Resource Matrix as necessary	XO provides
	Check with Cdr, 1SG, XO for other handouts, Company MOIs, PT planners, Etc	Training Resource Matrix, etc
	As Necessary	
	Updated 3 month planner <ul style="list-style-type: none"> 15 copies 	Commander will prepare on Calendar Creator

5. Company Huddles.

- a. During garrison weeks, company huddles will be held every morning at 0600 unless otherwise directed by the commander. All platoon leaders, platoon sergeants, commander, XO, and 1SG will attend. Leaders who are not able to attend will send a designated representative after coordinating with the 1SG or commander.
- b. The huddle will last no more than 10 minutes and will follow the agenda below:
 - (1) update on day's activities
 - (2) PT plan, number personnel conducting PT
 - (3) suspenses
 - (4) additions/changes to plan
 - (5) issues from platoons, XO, 1SG

During field training huddles may be held in lieu of a formal company training meeting. Attendees are the same. The commander will modify agenda from the training meeting agenda. These huddles will be noted on the training schedule.

6. Company Training Board.

- a. The commander will maintain a company training board in the company headquarters.
- b. The following information will be displayed on the board:
 - (1) Current week's training schedule
 - (2) Next week's training schedule
 - (3) Training schedule two weeks out
 - (4) Current month Planner
 - (5) Next month's Planner
 - (6) Planner two months out
 - (7) Services Schedule

} Commander updates every other week
- c. The board will be updated weekly by the Operations NCO or Commander. Past week's training schedule and past month's Planner will be removed from the board and placed in the company training historical file along with any training memorandums for record.

1-325 AIR
BATTALION TRAINING MEETING AGENDA

1. Bn Current Training Calendar
2. Two Weeks in Review
3. Issues
4. Changes to T-2 to T-7
5. Company Commanders Training Briefs
 - a. Company METL (slide)- brief quarterly and as directed
 - b. Training Last Week (AAR)
 - c. T-7 Draft Training Schedule (slide), hard copy to R3, R6
6. Battalion Concept Update of T-8
7. MOIs
8. Training Schedules Due
9. Taskings (S3 NCOIC)
10. Air Comments (JA/ATTs, QAAC).
11. Staff Comments
12. Next Training Meeting
13. Red Falcon 6 Comments

Annex C (TRAINING MANAGEMENT) TO D/1-325 AIR TSOP

1. Purpose. To provide the training cycle development process for all training conducted in the company.
2. General. Listed below is the development cycle for all training:

TRAINING CYCLE LEADER ASSESSMENT (TCLA): (BN SOP)

PLATOON LEADERS BRIEF BATTALION COMMANDER ON:

- PLATOON STRENGTH (MANNING)
- PLATOON COLLECTIVE AND INDIVIDUAL TASK ASSESSMENT
- PLATOON PT PLAN FOR UPCOMING CYCLE
- LESSONS LEARNED

TRAINING PLAN FOR UPCOMING CYCLE

(INCLUDES DESIRED RANGES, TRAINING AREAS, DETAILED AMMUNITION PLAN FOR NEXT TRAINING CYCLE)

END STATE IS A TEMPLATE FOR QUARTERLY TRAINING BRIEF TO BRIGADE COMMANDER

BRIGADE QUARTERLY TRAINING BRIEF: (FM 25-101)

DEVELOPED FROM THE TCLA

COMPANY COMMANDERS AND 1SGs BRIEF BRIGADE COMMANDER

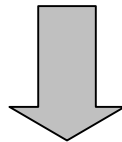
END STATE IS BRIGADE COMMANDER APPROVAL FOR TRAINING FOR NEXT QUARTER= TEMPLATE FOR QTB TO DIVISION COMMANDER

DIVISION QUARTERLY TRAINING BRIEF: (FM 25-101)

DEVELOPED FROM THE BRIGADE QTB

BATTALION COMMANDERS AND 1SGs BRIEF DIVISION COMMANDER

END STATE IS DIVISION COMMANDER APPROVAL FOR TRAINING FOR NEXT QUARTER= TRAINING PLAN APPROVED



TRAINING SCHEDULE DEVELOPMENT

Enclosure 1 (TRAINING SCHEDULE DEVELOPMENT) to ANNEX C (Training Management) to D/1-325 AIR TSOP.

WEEK T-9

COMPANY TRAINING MEETING:

COMMANDER AND TRAINING EVENT OIC/NCOIC BRIEFS TRAINING CONCEPT SLIDE. INCLUDES INPUT FROM TCLA/QTb PROCESS (INCL CHANGES), BATTALION CALENDAR, AND RF6 GUIDANCE.

XO BRIEFS SERVICES FOR ALL COMMODITY AREAS —➤ ADD TO CALENDAR, TNG SCHEDULE SHELL

OIC/NCOIC BRIEF CONCEPT, TASKS TO BE TRAINED, PROPOSED TIMELINE, RESOURCE REQUIREMENTS, AND ISSUES

COMPANY LEADERS PROVIDE INPUT.

WEEK T-8

BATTALION TRAINING MEETING:

RF3 BRIEFS BATTALION PLAN

RF6 PROVIDES GUIDANCE

COMPANY TRAINING MEETING:

COMPANY COMMANDER BRIEFS DRAFT TRAINING SCHEDULE

WEEK T-7

BATTALION TRAINING MEETING:

CO COMMANDER BRIEFS DRAFT COMPANY TRAINING SCHEDULE

RF6 APPROVES/MODIFIES CONCEPT

CO TRAINING MEETING:

DISTRIBUTE COMPANY MOI FOR ANY TRAINING EVENT (APPROVED BY COMMANDER)

WEEK T-6 THRU T-0

BATTALION TRAINING MEETING:

R3 BRIEFS CHANGES

CO TRAINING MEETING:

COMMANDER BRIEFS CHANGES

WEEK T-2

CO TRAINING MEETING:

COMMANDER HANDS OUT SIGNED COPY OF TRAINING SCHEDULE

WEEK T-1

CO TRAINING MEETING:

PRE EXECUTION CHECKS

LEADER TRAINING COMPLETE

Enclosure 2 (Battalion Training Support Meetings) to ANNEX C (Training Management) to D/1-325 AIR TSOP.

1. GENERAL. The Battalion Training Support Meeting will be held at 1300 on Thursday in the Battalion Conference Room unless otherwise directed. The purpose of this meeting is to coordinate and synchronize near term training. Additionally, the Bn XO and staff officers will have the opportunity to put out information.

2. ATTENDEES.

- A. Bn XO
- B. AS3
- C. Company XO s
- D. S4
- E. Other Staff Officers as required
- F. Support PL
- G. Ammo Rep from S3
- H. Land NCO from S3
- I. Medical Platoon

3. AGENDA.

Initial comments in the Battalion Training Support Meeting are for information that pertains to the entire group. Once the staff has departed information specifically for the company XO s will be put out.

- a. Comments from the XO
- b. S4
- c. SPT PL
- d. Staff
- c. Co XO's issues for the Staff
- d. AS3 Calendar review
- e. Co XO s brief 6 week calendars (On VGTs)
- f. Staff released, XO puts out information to XO s.

4. REQUESTING TRAINING SUPPORT FROM BATTALION.

a.. The first step is to write up a request for weekly training or a specific training event. The request is taken to the S3 Training NCO. A control number will be assigned to the request and a copy made for the S3's records. Any training support request earlier than T-3 (T, T-1, T-2) must be signed by the Bn XO before the request is given to the S3 Training NCO. The original request will be returned to the company XO, and the XO will take the request to each supporting staff or platoon element. The request is logged into an XO logbook / sheet as being received. The initials of the receiving soldiers will verify this. The S3 Training NCO will give the Bn XO the training book with all outstanding requests prior to each training support meeting. The book will be separated by weeks i.e. T-week, T-1 week, T-3 week.



TRAINING MEETING AGENDA



ROLL CALL

COMPLETED TRAINING

15 Min

LESSONS LEARNED
ASSESSMENTS
METL UPDATE

NEAR TERM TRAINING

30 Min

T-0 CHANGES/UPDATES
T-1 PRE EXECUTION CHECKS
T-2 REVIEW SIGNED TRAINING SCHEDULE
T-3 THRU T-7 CHANGES
T-8 DRAFT TRAINING SCHEDULE
T-9 RECEIVE PL/PSG INPUT

CALENDAR REVIEW 3 MONTHS OUT

5 Min

ADMINISTRATIVE NOTES

10 Min

CURRENT PROJECTS
BATTALION NOTES
ISSUES
1SG
XO
NEXT TRAINING MEETING

[illegible]

DEVELOPMENT CYCLE	NOTES
<p>_____ (T-8) RESOURCE LOCK IN</p> <p>•PI FINALIZE TNG SUPPORT MATRIX •CDR BRIEF DRAFT TRAINING SCHEDULE</p>	
<p>_____ (T-9) PL/PSG INPUT, INTO TRAINING CONCEPT</p>	<p>(T-9) SERVICES (XO) ARMS ROOM</p> <p>NBC</p> <p>COMMO</p> <p>VEHICLES</p>
CALENDAR REVIEW	
CURRENT PROJECTS LIST	BN TRAINING MEETING NOTES
1SG	XO
<p>OPERATIONS</p> <p>NEXT TRAINING MEETING: WEEK 9</p>	



CO D TRAINING CONCEPT



TRAINING WEEK: _____ FOCUS: _____

DATE	MON	TUE	WED	THUR	FRI	SAT	SUN
PT							
AM							
PM							
NIGHT							
SERVICES							
ISSUES							