

2/5 Training SOP

1.0 Training Philosophies

75% of our training time will focus on squads and platoons. Well-trained infantry squads and platoons win battles. The entire battalion – 743 Marines, 40 officers, 40 SNCOs - is organized and trained solely to support our (27) squad leaders and to help them accomplish their missions.

Progressive training is effective training. Individual skills are a pre-requisite for squad collective training. Squad training is a pre-requisite for platoon training. Platoon training is a pre-requisite for company training. Company training is a pre-requisite for battalion combined-arms training. All training should *progress* from small unit to large unit in a building block manner.

It takes one year to train an infantry battalion. One quarter each for squad, platoon, company and battalion-level training. Each quarter must generate at least twenty-one prime training days.

Any training exercise can focus only on *one* echelon. The man who holds up his fist and says, “Stop. Do it again.” is the officer conducting the exercise. The level below him is the echelon being trained. Everybody else is a training aid.

Large exercises *prevent* small unit training. The larger the exercise, the poorer the training at the critical small-unit level. Opportunity training accomplished during large exercises is never a substitute for small unit prime training time.

2.0 Battalion METL

All training supports the battalion METL. Company METLs support the battalion METL. Leaders in the battalion must be aware of how their training supports the company and battalion METL.

Only units have METLs. Schools do not. Billets do not. Individual Marines do not. A unit’s METL contains only those tasks that may be assigned to the entire unit in combat.

The Battalion METL is updated as needed, at least once per year with the First Quarter QTP.

3.0 The 24-month Training Cycle

The battalion follows a standard 24-month training cycle.

The training year parallels the fiscal year. Training resources, especially ammunition and fuel, are allocated by fiscal year.

All training planning is done in quarters, not in irregularly timed phases.

First Quarter: Oct-Nov-Dec
Second Quarters: Jan-Feb-Mar
Third Quarter: Apr-May-June
Fourth Quarter: Jul-Aug-Sep

4.0 The Quarterly Training Plan

The Battalion Quarterly Training Plan (QTP) is released four weeks before the start of the quarter.

First Quarter QTP: Released 1 Sep
Second Quarter QTP: Released 1 Dec
Third Quarter QTP: Released 1 Mar
Fourth Quarter QTP: Released 01 June

The cutoff date for higher headquarters training requirements is four weeks prior to the start of the quarter in order to be included in the QTP. The QTP release date is TEEPed.

Companies plan their quarter and request support three weeks prior to the start of the quarter to meet three-week lead times for ranges, training areas, and training support.

5.0 The TEEP

The TEEP is the single schedule for the battalion. It serves to coordinate all units and all activities. The TEEP is *not* the training plan, it is the *result* of the training plan.

The TEEP is updated as needed, at least once per quarter with the new QTP. Each version of the TEEP is numbered sequentially throughout the fiscal year. Changes from the previous TEEP are shaded.

External events are shown on the TEEP. Internal battalion events that affect more than one unit are shown on the TEEP. The following events are always included on the TEEP: holidays, maintenance stand-downs, battalion promotion formations, prime training days, non-supported training days, IPCs, MPCs, FPCs, and the three standard weekly battalion meetings: Training Meeting, Synchronization Meeting, and Staff Meeting.

6.0 The Standard Weekly Schedule

The battalion follows a standard weekly schedule.

Day	Standard Schedule	Alternate Schedule
Monday	0600: Garrison Routine 1300: Training Meeting 1400: Synchronization Meeting 1500: IPC or MPC	Holiday
Tuesday	Prime Training Day	0600: Garrison Routine 1300: Training Meeting 1400: Synchronization Meeting 1500: IPC or MPC
Wednesday	Prime Training Day	Prime Training Day
Thursday	Prime Training Day	Prime Training Day
Friday	0800: Staff Meeting 0900: FPC 0900: Commander's Meeting 1300: Officer PME 1300: SNCO PME	0600: Battalion Event 1100: Staff Meeting 1200: FPC 1200: Commander's Meeting

The Training Meeting is held Monday at 1300. Held by the S-3A. Attended by company XOs. Purpose is to coordinate training schedules and activities one to six weeks out.

- The S-3A produces "Training Meeting Notes" to drive the meeting.
- The assistant Ops Chief covers schools.
- Company training schedules, for the week starting fourteen days out, are due.
- Battalion directives are passed to XOs. Alternatively, directives are passed at the Friday morning Staff Meeting. Directives are NOT passed Tue-Wed-Thu.

The Synchronization Meeting is held Monday at 1400. Held by the XO. Attended by company XOs, and all commodity chiefs. Purpose is to synchronize the support requested for all training, one to six weeks out. IPCs and MPCs are held following the meeting.

The Staff Meeting is held Friday at 0800. Held by the CO. Attended by all commanders and all primary and special staff members. Purpose is to share information with all units of the battalion. The S-3 reviews the weekly "Ops Notes" to cover training issues.

The Commander's Meeting is held Friday at 0900. Held by CO in his office. Attended by company commanders ONLY. Purpose is to discuss command issues.

Mondays and Fridays are planning days. Training preparation, garrison routine, and administrative tasks are best accomplished on Mondays and Fridays. Non-supported training can always be conducted on Mondays and Fridays.

Alternate Tuesday Schedule. If Monday is a holiday, then Tuesday is a planning day and the Monday schedule is followed. If Friday is a holiday, then Thursday is a planning day and the

normal Friday schedule is followed.

Friday Schedule. Battalion hikes, PT, or field meets are scheduled one Friday morning per month. The staff meeting then goes at 1100. No battalion PME is scheduled that day. On busy Fridays, the intent is that company commanders still get three hours for company-level meetings and activities.

7.0 Company Training Schedules

Company training schedules are submitted to the S-3 on Mondays, fourteen days before the start of training.

8.0 Prime Training Time

Tuesday through Thursday is Prime Training Time. This time belongs to the companies for training. Prime Training Time is that time devoted to METL training, where unit leaders conduct the training, and all Marines in the unit are present to train.

Nothing is scheduled to interfere with prime training time. Nothing is scheduled by the battalion or any section of the battalion headquarters that prevents any Marine from participating in training with his company.

A **Prime Training Week** is every week not dedicated to a battalion training event or a maintenance stand-down.

One ten-day Prime Training Time block is scheduled each quarter. Two prime training weeks are combined to create a single ten-day training period from Tuesday of one week through the weekend to Thursday of the following week.

9.0 Non-Supported Training Days

A non-supported training day is a day when companies receive no support from the battalion. Non-supported training days are TEEPed.

On a non-supported training day, a company can expect: no ammunition, no ammo techs, no ammo drivers, no attachments - IDCs, FOs, FACs, or ROs. No transportation. No HMMWVs. No hot chow, no deliveries to the field, and no maintenance contact teams. No comm support and no batteries.

The intent of non-supported training days is to allow companies to keep training with their own limited organic support, while permitting headquarters company sections and staff to focus on maintenance, logistics, inspections, embark, and other commodity-heavy events.

Non-supported training days are always scheduled during maintenance stand-downs. Companies can hike to training areas to conduct overnight field training. Companies cannot conduct live-fire training.

Companies *may* receive pre-planned support from the regiment, division, or FSSG.

10.0 Company Support Package

The Company is the principal training unit. Squads, sections, and platoons may sometimes conduct independent training, but the company is manned and equipped at all times to conduct independent training.

A company support package, consisting of (1) HMMWV, (8) radios, and (1) antenna is permanently assigned to each company. Corpsmen are permanently attached to each company. Armorers belong to each company. Water Jugs belong to each company. Each company maintains a limited amount of batteries and MREs.

The intent is that each company *owns* all the assets it needs to conduct independent training. The company support package permits companies to conduct overnight field training, on-base, for up to three days with no notice, no support, and no prior coordination.

The company support package does *not* include attachments from Headquarters Company: ROs, FACs, RSOs, IDCs, or Ammo drivers.

11.0 The Standard Monthly Schedule

Battalion officer PME is scheduled one Friday afternoon each month. Battalion SNCO PME is scheduled at the same time.

One battalion formation is held each month. Formation is held at 1100 on the first Monday or Friday following the first day of the month so that promotions can be conducted. Other awards, recognition, or announcements are made during this single monthly formation.

One battalion hike is held each month. Hikes are held on Friday morning. The intent is that Marines are released on liberty after lunch. Battalion PT or field meets are scheduled on Fridays.

12.0 Training Augmentation

Prime Trainers – company commanders, platoon commanders, platoon sergeants, company gunnery sergeants – **should *not* be pulled from their units to augment other training.**

Higher headquarters augmentation should be limited to duty battalion quarters.

Companies request augmentation for training. FOs, FACs, RSOs, additional corpsmen, ammo drivers, IDCs, and others.

13.0 Battalion Training Event Planning Timeline

Three planning conferences are held before each battalion training event.

An IPC, *Initial Planning Conference*, is held **eight** weeks before the event.

An MPC, *Mid-range Planning Conference*, is held **four** weeks before the event.

An FPC, *Final Planning Conference*, is held **one** week before the event.

IPCs, MPCs, and FPCs are TEEPed. IPCs and MPCs are held on Mondays at 1500, after the Synchronization Meeting. FPCs are held on the Friday before the event at 0900, after the Staff Meeting. One representative from each participating unit is required at each planning conference.

The LOI is distributed at the MPC.

14.0 Maintenance Stand-downs

A *maintenance stand-down* is a pause in training that permits the battalion to focus on maintenance activities. Maintenance stand-downs are generally five days long. The battalion publishes an LOI that specifies the daily schedule of stand-down activities.

Non-supported training days are scheduled during maintenance stand-downs. Companies need to meet the limited requirements expected by the stand-down LOI in addition to conducting their own non-supported training.

15.0 Marine Corps Annual Training Requirements

Companies are responsible for conducting training to meet Marine Corps Annual Training Requirements. The battalion monitors the following requirements:

Rifle / Pistol Qualification	Annual (FY)	MCO 3574.2J
Physical Fitness Test	Semi-Annual (CY)	MCO 6100.3J
Water Survival		MCO 1500.52A
Substance Abuse	Annual (CY)	MCO 1510.25C
NBC	Annual (CY)	MCO 3400.3E, DivO 3400.6D
Troop Information	Annual (CY)	MCO 1510.25C
1st MarDiv Safety	Quarterly	DivO 5100.15A
Privacy Act	Annual (CY)	MCO P5211.2

Battalion support for Marine Corps annual training requirements includes rifle range, individual and decon team NBC training, and medical training.

METL training takes precedence over Marine Corps annual training requirements.

16.0 Holidays

Holiday schedules must be firm and well understood before any training planning can occur. The Quarterly Training Plan, released four weeks before the quarter begins, defines all holidays.

In addition to official holidays, one 72 is scheduled each month, and one 96 is scheduled each quarter.

17.0 Regimental Training SOP

This battalion training SOP conforms to the 5th Marines Training SOP.