

Company Training SOP

1.0 Training Philosophy: “Tomorrow, we go to war.”

Train today as if we are going to war tomorrow:

- **Physical Fitness.** Marines must be robust and physically fit to endure hardship and recover quickly from exhaustion, stress, and injury.
- **Marksmanship.** Marine marksmanship skill builds confidence and increases combat power. Units fight better and execute more effective tactics when they are confident in the weapons skills of adjacent units. Effective suppression, the critical infantry skill, depends on precision weapons skills.
- **Hiking.** Infantry units need to be able to rapidly move on foot across all types of terrain. The stress of speed marching with a combat load builds teamwork and endurance.
- **Fieldcraft.** Marine infantrymen know how to live and fight in the field. High standards of camouflage, bivouacs, light discipline, trash discipline, noise discipline, and field hygiene *increase* the combat power of a unit.
- **Squads.** The rifle squad is the key infantry unit. Larger units, commanders, and supporting weapons all exist to support the squad. Cohesive, well-led, highly trained squads win battles.

2.0 Company METL

All training supports the company METL. The company METL supports the battalion METL. All leaders must know what individual and collective tasks support the company METL.

3.0 The Quarterly Training Plan

The Company Quarterly Training Plan (QTP) is released three weeks before the start of the quarter to meet three-week lead times for ranges, training areas, and training support.

The CO will brief the QTP to all NCOs and above before the start of each quarter.

4.0 The TEEP

The TEEP is the single schedule for the battalion. The battalion schedules exercises and allocates company training time in the Quarterly Training Plan, which includes an updated TEEP.

5.0 The Company Training Schedule

The Company training schedule is submitted to the S-3 on Mondays, fourteen days before the start of training. Training schedules are distributed to all SNCOs and officers and posted weekly in the barracks.

6.0 Standard Weekly Schedule

The company follows a standard weekly schedule:

Day	Activity	Trainer	Unit	Location
Monday 0730-0740 0740-0930 0930-1030 0930-1130 1130-1300 1300-1400 1300-1700 1300-1700	Formation Platoon PT / Recovery Training Meeting Platoon Time Chow SNCO Meeting Platoon Time Prep for Combat CO's Office Hours	1stSgt / CoGySgt Plat Cmdr / Plat Sgt CO Plat Cmdr / Plat Sgt 1stSgt Plat Cmdr / Plat Sgt	Company Platoons Co Staff Platoons Company SNCOs Platoons	Parade Deck CO's Office 1stSgt's Office CO's Office
Tuesday 0600-2359	Prime Training Time			Field
Wednesday 0000-2359	Prime Training Time			Field
Thursday 0000-1400 1400-1600 1400-1600 1600-1800	Prime Training Time Post Field Recovery Officer PME Field Day	CoGySgt CO CoGySgt	Company Plat Cmdrs Company	Field CO's Office Barracks
Friday 0600-0730 0730-0740 0740-0930 0930-1200 1100-1200 1200-1300 1300-1400 1300-1310	Field Day Inspection Formation Co PT / Recovery Train the Trainer Co Meeting Chow OpOrder Next Week Formation / Libo Brief	1stSgt / CoGySgt 1stSgt / CoGySgt 1stSgt Plat Sgts CO CO 1stSgt	NCOs Co Staff Company	Barracks Parade Deck CO's Office Chow Hall CO's Office Parade Deck

Battalion Meetings:

- Battalion Training Meeting. Monday 1300. Company XO. Company training schedules, for the week starting fourteen days out, are due.
- Battalion Synchronization Meeting. Monday 1400. Company XO and CoGySgt.
- Battalion Staff Meeting. Friday 0800. Company CO.
- Battalion Commander's Meeting. Friday 0900. Company CO.
- Battalion Officer PME. Battalion SNCO PME. One Friday per month at 1400.

Monday is a planning day. After PT, platoon commanders have six hours to accomplish platoon requirements.

- Platoon TDG / NCO training
- MCI Time
- Platoon Commander's counseling
- Platoon PME
- Platoon Organized Athletics
- Platoon PT
- Platoon Orders and Prep for Combat

Platoon Commanders and Platoon Sergeants can split training to maximize effectiveness. An example would be a Squad Leader TEWT with the Platoon Commander and Organized Athletics with the Platoon Sergeant. Administrative tasks are best accomplished on Mondays and Fridays.

A written platoon plan of the day is due to the CO at the Monday 0930 training meeting.

The Monday Company Training Meeting for all officers and SNCOs covers the training planned 5, 4, 3, 2, and 1 week out. The current week is briefed by the OIC of training. The XO then writes the schedule for two weeks out in order to submit to battalion.

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

Tuesday, Wednesday, and Thursday is Prime Training Time.

Friday. Battalion events - hikes, PT, or field meets - are usually scheduled one Friday morning per month. The battalion staff meeting then goes at 1100. The Company meeting is pushed to 1200. Battalion officer PME and SNCO PME is scheduled one Friday afternoon per month.

Company events – hikes, formations, inspections – are scheduled on Friday.

If Friday is a holiday, then Thursday is a planning day and the normal Friday schedule is followed.

7.0 Standard Monthly Events

The following events are scheduled monthly:

- Company Formation. First Monday or Friday of the month at 1300.
- Company Commander's PT. Monday.
- SACO Hour
- Urinalysis
- Company Party. Friday at 1300.
- Recall Drill
- Inspections: Weapons, Individual Equipment, MotorT, Armory, Co Cage, Barracks.
- Troop Information Briefs
- Company Hike. Either during field operations or scheduled separately on Friday morning.

8.0 Standard Quarterly Events

The following events are scheduled quarterly:

- Officer / SNCO social event.
- Company Breakfast. Chowhall.
- Field Meet. Friday morning.
- Officer Breakfast. Monday in the Chowhall.
- NCO and above PME. Friday afternoon
- NCO and above Quarterly Training Brief. Before the start of each quarter the company commander will brief all NCOs and above on the training plan of the quarter.
- PFT.
- Uniform Inspection. Inspection preparation time.
- Ten-Day Prime Training Time block.

9.0 Company PT

PT prepares Marines for *combat*. All PT will focus on building individual and unit endurance.

The company will set physical fitness standards. Platoons will work to achieve these standards.

Competitive athletics is not PT. Competitive athletics are scheduled during platoon time on Mondays.

10.0 Prime Training Time

Tuesday through Thursday is Prime Training Time. Training Time is time devoted to METL training, with unit leaders conducting the training, and all Marines are present for training.

Nothing is scheduled to interfere with prime training time. Nothing is scheduled that prevents any Marine from participating in training.

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.

11.0 Non-Supported Training Days

A *non-supported training day* is a day when companies receive no support from the battalion. The company *may* receive pre-planned support from the regiment, division, or FSSG. Garrison training may be done. Limited field training may be done. Monday is always a non-supported training day.

12.0 Company Support Package

The company is manned and equipped at all times to conduct independent training.

The company support package consists of (1) HMMWV, (8) radios, and (1) antenna. The CoGySgt maintains a limited amount of batteries and MREs.

13.0 Company Field Training Checklist

Prior to field training, the XO reviews the following checklist at the Monday company training meeting:

- Go / No-Go roster. CoGySgt
- Comm Requirements
- Attachments. When? How Many? Who?
- Weapons / armory Schedule
- Equipment / Uniform / Gear / Batteries
- Training / Evaluations / Instructors / AIs
- Movement Plan
- RSO / OIC / Exercise Control

14.0 Marine Corps Annual Training Requirements

The company generally completes one quarter of annual training requirements each quarter. The battalion assists by coordinating rifle range and NBC events.

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 P5300.12 w/Ch1-4
NBC	Annual (CY)	MCO 3400.3E, DivO 3400.6D
Troop Information	Annual (CY)	MCO 1510.25C w/Ch1
1st MarDiv Safety	Quarterly	DivO 5100.15A
Privacy Act	Annual (CY)	MCO P5211.2A w/Ch1-2
Sexual Harassment	Annual	MCO 5300.10A

In addition to the above formal requirements, at least forty more ancillary training requirements, most being troop information briefs, are listed on page C-2 of *MCRP 3-0A Unit Training Management Guide*.

METL training takes precedence over formal and ancillary Marine Corps annual training requirements.

15.0 Battalion Training SOP

This company training SOP conforms to the Battalion Training SOP.