

How to Write a Quarterly Training Plan

Procedure

STEP 1. READ HHQ QTP:

- Pull: Training days allocated
- Pull: Assigned training tasks

- Review HHQ METL and HHQ Training SOP

STEP 2. REVIEW your last QTP:

- Pull: What was achieved?
- Pull: What was NOT achieved?

- Review your METL and Training SOP

STEP 3. SELECT one or more METL tasks to focus training this quarter:

- Write a quarterly training goal: “By 30 June, we will execute....”
- Break each MET into multiple CTS and ITS. Estimate days required to train these tasks.
- Select an echelon – Squad, Platoon, Company, Battalion – as the primary focus. Training at a lower echelon can be scheduled, but no higher unit training will be planned.

STEP 4. SCHEDULE tasks to time:

- Post a three month calendar
- Block out holidays, leave, and most weekends
- Block out HHQ events
- Highlight allocated **prime training days**
- Assign **MET CTS and ITS** to **prime training days**
Label prime training blocks ‘F’ for field, or ‘G’ for garrison. Do not focus on range or ammunition requirements. Maintain training goal regardless of resources.
- Backfill events from your SOP training checklist. Use Mondays and Fridays.
- Backfill required Marine Corps formal and ancillary training.
Use Mondays and Fridays and non-supported training days.

STEP 5. COMMUNICATE the QTP

- Sit in front of the posted schedule and write the QTP
- Brief key subordinates *before* QTP is released. Make changes based on their input. All leaders should be able to answer: “What is your unit’s training goal this quarter?”
- Brief HHQ for approval

Format

The QTP template has eight standard paragraphs.

1. Purpose. “Define the quarterly training goal the plan to meet this goal.”

2. Cancellation

3. Quarterly Training Goal. “By 30 June, the unit will execute...”

The METL focus of all training, written as a sentence, is the unit’s training goal.

a. A reference to the METL and list of CTS and ITS that support the METL

b. Echelon to focus on this quarter

c. Context of last few quarters

4. HHQ Training. Events that HHQ has already planned.

5. Training. An outline of your unit’s training. Sub-paragraphs on formal and ancillary training, PME, unit schools, and other significant themes. A reference to the TEEP. A note on training that will NOT be able to be scheduled this quarter.

6. Subordinate Unit Training

a. Prime Training Days allocated to subordinate units

b. Non-supported training days allocated to subordinate units

c. Training guidance to subordinate units.

7. Action

8. Coordinating Instructions. References to the TEEP, the training SOP, and QTP briefing schedule.

SOP Training Checklist

The unit training SOP should contain a standard training checklist for ancillary training. Although standard weekly events are easy to remember, a checklist is useful when scheduling monthly and quarterly events. After METL training, commanders shape the training of their units by adjusting these events:

Quarterly:

- QTP Brief
- Weigh-in
- Unit social function
- Officer breakfast
- Uniform Inspection
- Ten-day Prime Training Time Block
- Field Meet

Monthly:

- Promotion formation
- Officer PME
- Urinalysis
- Recall drill
- Inspection

The QTP

The METL provides the foundation for the QTP. A training plan selects one or more METL tasks, identifies the collective and individual training needed to accomplish the METL task, and allocates time and resources to train to that task.

METL training is first priority above formal training requirements and ancillary training requirements. A commander whose training plan is NOT focused on a specific METL task, but addresses only formal training requirements, is NOT preparing his unit for combat.

A well-written QTP makes effective use of prime training days. In a given quarter of twelve weeks, there are only $12 \times 3 = 36$ potential prime training days. With holidays, HHQ events, and maintenance requirements, a unit is fortunate to own eighteen of these days. If each quarter is focused on one echelon - squad, platoon, company, and battalion – each echelon owns only eighteen training days. Over the course of a year, units must work very hard to generate even the minimum of 90 prime training days.