



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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NEW ORLEANS, LOUISIANA 70146-5400

ForO P1540.3
G-3T
22 MAR 1995

FORCE ORDER P1540.3

From: Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PRE-MOBILIZATION
TRAINING (SHORT TITLE: SOP FOR TRAINING)

Ref: (a) FM 25-100
(b) FMFM 0-1
(c) FMFM 0-1A
(d) MCO 1510.34A
(e) MCO 3501.1C
(f) MCO 1553.1B
(g) MCO P5290.1
(h) MCO 1001R.54D
(i) MCO 1500R.45

Encl: (1) LOCATOR SHEET

1. Purpose. To establish standards and provide instructions per the references for Pre-Mobilization Training within the Marine Forces Reserve (MARFORRES).

2. Action. Commanding Generals, Commanding Officers, officers in Charge and Inspector-Instructors shall be guided by the provisions of this Manual in the conduct of pre-mobilization training.

3. Recommendations. Recommendations concerning the contents of the Standing Operating Procedures for Pre-Mobilization Training are invited. Such recommendations will be forwarded to the Commander, MARFORRES (G-3T) via the appropriate chain of command.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.

/s/

J. M. MALONEY
Chief Staff

DISTRUBITION: D

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Location: (Indicate locations) of copy(ies) of this Manual.)

ENCLOSURE (1)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change
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INTRODUCTION

0001. PURPOSE. This Manual is a tool for use by Marine Forces Reserve (MARFORRES), Major Subordinate Commands (MSC's) and Force Level units.

0002. OBJECTIVE. The overall objective for MARFORRES is readiness for mobilization and combat. In achieving this objective, MARFORRES units can be ensured that they will be in the highest possible state of training; be able to assemble and move to their designated Station of Initial Assignment (SIA) with their personnel and equipment; and deploy to perform their mission in combat.

0003. BACKGROUND. Since the Marine Corps Reserve consists of citizen Marines serving voluntarily, MARFORRES training must remain flexible. This is essential for effective management of personnel and accommodation of civilian employment. Mission Essential Task Lists (METL) identified for each command will take precedence over all other training. This is the number one priority for training; mission readiness for combat is paramount: waivers for other training is available via the chain of command if justifiable. Commanders must also ensure Marines are afforded every opportunity to attend and

complete MOS producing and formal schools in order to promote career growth. As a general rule, training needs and requirements of each Marine have priority over operational commitments.

0004. Units and individuals of MARFORRES are subject to the operational control of Active component Marine Forces by the direction of the Commandant of the Marine Corps. The Commander, MARFORRES exercises peacetime command, control and resource allocation for Selected Marine Corps Reserve (SMCR) units, the Pre-trained Individual Manpower (pim), the Individual Ready Reserve (IRR), the Standby Reserve, and the Retired Reserve. Training management responsibility rests with MARFORRES for the following units:

- Force Level SMCR units
- Reserve Marine Air Ground Task Force Command Elements
Atlantic/Pacific (RMAGTFCELANT/PAC)

Training management responsibility for all other units will be delegated to the appropriate Major Subordinate Commands (MSCS) in order to achieve manpower efficiency.

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CHAPTER 1

TRAINING PHILOSOPHY AND PRINCIPLES

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CHAPTER I

TRAINING PHILOSOPHY AND PRINCIPLES

1000. GENERAL. This chapter contains the Marine Corps training philosophy and principles which apply to MARFORRES training. Collectively, they represent the manner and attitude in which training prescribed by this Manual are expected to be planned, conducted, and evaluated by every element in the MARFORRES.

1001. PHILOSOPHY. The history of battle, the experience of commanders, and the wisdom of military philosophers all confirm the direct correlation between training and victory in war. Successful combat units train as they intend to fight and fight as they are trained. Based on the latter, the Marine Corps developed the following basic philosophy concerning training.

1. Imperative of Training. Training is a professional and moral imperative. The MARFORRES's first responsibility is to ensure that the Reserve Component is properly trained.

2. Training Requirements come from the Battlefield. Because the Marine Corps trains for war, the battlefield fixes the directions and goals of training. The battlefield makes rigorous physical, psychological, and moral demands requiring training to produce both tangible and intangible qualities in Marines and units.

1002. PRINCIPLES. The principles of Marine Corps Training are:

1. Train as you Fight. All peacetime training must conform to battlefield requirements. Leaders ensure that individual Marines and units are trained realistically to cope with the complex, stressful, and lethal situations they will encounter in war.

a. Units must train the way they will fight. Leaders must prepare realistic scenarios based on enemy doctrine enabling their units to train under simulated combat conditions. Units must rely on tools such as the Multiple Integrated Laser Engagement System (MILES), opposing Forces (OPFOR), Electronic Warfare (EW), Indoor Squad Trainer (IST), Indoor Simulated Marksmanship Trainer (ISMT), and Nuclear, Biological, and

Chemical (NBC) simulations to create realistic training environments.

b. Marines benefit from realistic training compatible with their level of skill and experience. Expose Marines to realistic training environments early and continue this training throughout their careers.

2. Make Commanders/Officers in Charge the Primary Trainers.

Commanders at all levels are responsible for the training and performance of their Marines and units. Battalion/squadron commanders train company/detachment commanders and so on. All leaders are trainers and coaches who participate in training. The role of the Active Duty staff needs to be addressed at this point. Active Duty staffs perform the following functions concerning training:

a. Assist in training development. To include reviewing all training materials to ensure they are representative of actual tasks (from MBST, ITTS, and MPS), and are meeting the Mission Essential Tasks established by the commander/OIC and higher headquarters.

b. Review all training plans to ensure the unit is meeting all training requirements.

c. Act as the training administrator.

d. Evaluate all training conducted by the unit. The Active Duty staff should not participate in the training, but should be actively involved as an advisor/instructor.

3. Standards Based Training. The doctrine, tactics, techniques, and procedures used by Marines and units to train, operate, maintain, and fight must be the same throughout the entire Marine Corps. Standard based training makes maximum use of training time, promotes the performance of replacements during war, and builds confidence in Marines and in units.

4. Use Performance-Oriented Training. Marines must be proficient in the basic skills required to perform the jobs under battlefield conditions. To achieve results, all training should be performance oriented. Marines learn best through performance oriented training. Therefore, use the times indicated on the training schedule as a guide, and continue to conduct training until standards are met.

5. Mission Analysis and Mission-Oriented Training. Designing training programs from a properly conducted mission analysis is essential to obtain maximum training benefits. Mission analysis provides a careful assessment of the operational mission, details specified and implied tasks, and develops a Mission-Essential Task List (METL). In other words, units train for Marine Corps Combat Readiness Evaluation System (MCCRES) tasks that are dictated by their combat missions. Units are taught these tasks according to prescribed collective and individual training standards set forth in MCCRES and the Individual Training Standards System (ITSS).

6. Train to Fight and Support as a Combined Arms Marine Air Ground Task Force (MAGTF) Team. The cornerstone of today's Marine Corps is the combined arms team. At company, battalion, squadron, group and regiment levels, combined arms provide the focus for specific training requirements for combat support, combat service support, and aviation elements. Combined arms also allows integration of indirect fires, electronic warfare, aviation, engineer, and air defense at these levels. We cannot over emphasize the need for commanders and staffs at regiment and higher levels to continually train to synchronize and integrate operations.

7. Train to Sustain Proficiency. Once units have trained to a required level of proficiency, they must sustain it. To sustain proficiency, commanders must continuously evaluate performance and design training programs to correct weakness' and reinforce strengths. The MCCRES is a program that allows for development and sustainment of overall multi-echelon and individual training. It is not an event but, rather, the key to sustaining a high level of proficiency. The MCCRES is the continuous process of training, evaluating results, analyzing feedback, and training again to strengthen weak areas.

8. Train to Challenge. Training must be challenging for every Marine. The pride and satisfaction gained by meeting training challenges increases both the capacity and motivation for further challenges. Challenging training builds competence and confidence developing new skills. It instills loyalty, dedication and inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.

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CHAPTER 2

TRAINING MANAGEMENT

2000. GENERAL. It is essential that each commander/OIC use the Systems Approach to Training (SAT), Unit Training Management (UTM) Guide (FMFM 0-1), and the How to Conduct Training (HCT) (FMFM 0-1A), to manage their training program. The following information has been extracted from various training management references and consolidated to provide all MARFORRES commanders and OICS with a single source reference to guide them in training management.

2001. Training Management

1. Program Development

a. The commander is responsible for the training of his unit. The commander plans training events and activities using reverse planning. The commander identifies training standards, provides guidance, and ensures that the necessary resources are available. Commanders develop overall unit training programs based on the best combination of resources, materials, guidance, and time to meet Cspecific training needs.

b. Commanders at all levels bear responsibility for training their subordinates. This includes proper employment of training management. Commanders must hold their subordinate leaders accountable for preparing and implementing effective training programs.

c. Evaluations provide feedback to commanders, training managers, trainers, Marines, and appropriate support agencies. This feedback affects future plans, resource actions, and current unit training.

2. Responsibilities

a. The responsibility of the commander is to command and lead his unit in the execution of collective tasks to train his officers, Staff Noncommissioned officers (SNCO's), and Noncommissioned Officers (NCO's), and to manage the unit's resources. The responsibility of the NCO is to train

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subordinates in their individual tasks and crews, duties, and to care for the personnel and equipment assigned to the unit, section, team or crew.

b. Leaders are responsible for assessing individual and collective proficiency. Leaders assess individual proficiency by evaluating task performance during training against standards in the MCCRES, or the ITS, subject to existing training conditions.

3. Guidance. The following quote by General Bruce C. Clark is provided as training management guidance:

"Do essential things first. There is not enough time for the commander to do everything. Each commander will have to determine wisely what is essential, and assign responsibilities for accomplishment. He should spend the remaining time on non-essentials. This is especially true of training. Non-essentials should not take up time required for essentials."

4. METL Development Process. Battle-focused training programs are based on wartime requirements, Marine Corps organizations cannot achieve and sustain proficiency on every possible training task. Therefore, commanders must selectively identify the tasks that are essential to accomplishing the organization's wartime mission.

5. Inputs to METL Development

a. War Plans. The most critical inputs to METL development are the organization's wartime operations and contingency plans.

b. External Directives. External directives are additional sources of training tasks that relate to an organizations' wartime mission. Some examples are:

- (1) Mission training plans.
- (2) Mobilization plans.
- (3) Installation wartime transition and deployment plans.
- (4) Force integration plans.

c. Internal Directives. The MARFORRES Campaign Plan establishes mission focus for each MSC and Force Level unit.

6. Commander's Analysis. Commanders analyze the applicable tasks contained in external directives and select for training only those tasks essential and intended to accomplish their organizations' wartime mission. This information is contained in the Marine Forces Reserve (MARFORRES) Campaign Plan. The compilation of tasks critical for wartime mission accomplishment is the organizations' METL. Remember METL's all have the same priority. They are mission essential and must be contained in the MARFORRES Campaign Plan and incorporated into the training plan.

a. To illustrate the METL development process, the following tasking statement is the starting point for determining the most important training tasks:

b. 4th Marine Division. Train and Administer a division headquarters, ground combat and combat support units in the full range of employment roles for like Active Force units or as directed by CMC.

c. 14th Marines. Regimental Mission Essential Tasks.

- (1) Provide Direct Support Artillery Fires.
- (2) Provide General Support Artillery Fires.
- (3) Provide Fire Support Coordination for the Division.
- (4) Provide Alternate Command Post capability for the Division.

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d. 3rd Battalion/14th Marines - Battalion Mission Essential Tasks MCCRES Vol. V, MCO 3501.6B.

- (1) Conduct Battalion Operations ----- MPS SB.3
- (2) Conduct Fire Direction ----- MPS 5B.4
- (3) Conduct Fire Support Coordination ----- MPS 5B.5

(4) Conduct Target Acquisition ----- MPS 5B.10

e. CONDUCT FIRE SUPPORT COORDINATION

(1) 52.5.1 - Advise Supported Units on Enemy Fire Support Capabilities.

(2) 5B.5.2 - Conduct Fire Support Planning.

(3) 53.5.4 - Employ Fire Support Coordination Measures and Procedures.

(4) 5B.5.6 - Plan for Employment of Fire Support

f. EMPLOY FIRE SUPPORT COORDINATION MEASURES AND PROCEDURES. MCO 1510.80a - Field Artillery Officer ITS - 16 tasks.

g. Emphasize gunnery, weaponry, and tactics in the training of Battalions. Ensure training is accomplished in fire support and fire support coordination. At a minimum, ensure at least thirty-five percent (35%) of training time is spent on exercise and training activities involving live fire.

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CHAPTER 3

TRAINING PLANNING

3000. GENERAL. Unit Training Planning provides the transition from analysis to the conduct of training. Unit Training management encompasses planning, management, support and administration of training.

3001. COMMAND GUIDANCE1. Tasks

a. Plans start with selection of MCCRES STANDARDS (MPSS) which are derived from the unit mission and feedback from previous training. Company/battalion/squadron commanders and their staffs normally select these training standards. They are important for effective training because they specify:

(1) The COLLECTIVE tasks to be trained.

(2) The conditions under which the training is to be conducted, including equipment and tactical situation.

(3) The INDIVIDUAL, standards to which the Marines or units must be trained to accomplish the collective tasks.

b. Command training guidance describes the standards and conditions under which the Marines must be able to perform the tasks during training.

c. Junior leaders must conduct training to meet the needs of their own platoons, detachments, squads, sections, or crews which comply with the training prescribed by command guidance. In instances where individual and collective standards do not exist, the leader may develop his own tasks to be trained. These tasks will normally be taken from Individual Training Standards System (ITSS) manuals or the unit MCCRES.

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2. Methods. Each commander must analyze the tasks for instruction and develop training methods. The training must produce Marines who are able to perform to the standards stated in the Individual Training Standards (ITS)/Mission Performance Standards (MPS).
3. Environment. If a unit is going to practice tactical movement and weapons emplacement, a realistic field maneuver area is essential.
4. Resources. Information concerning resource allocation, training methods, and details is provided during training meetings or is noted on the training schedule.
5. Schedule. A time-phase plan is only a guide; training is performance-oriented, not time-oriented. Reverse planning is a good method for integrating time and performance requirements.

3002. TRAINING AIDS AND REFERENCE MATERIALS

1. Films and TV Tapes. Action films and TV tapes are normally more effective than long lectures that do not hold Marines attention.
2. Marine Corps Correspondence Course Program. Leaders who anticipate the training they will have to conduct several months in the future can prepare themselves by enrolling in Marine Corps Institute (MCI) correspondence courses.
3. Marine Corps Combat Readiness Evaluation System. MCCRES helps commanders and unit trainers establish standards of performance in training so that units will be able to carry out their missions successfully under combat conditions. The MCCRES is very effective as a diagnostic tool; it should never be used as a score card.
4. Doctrinal Publications. Doctrinal publications often provide a clear and thorough explanation of training doctrines. Such explanations often provide the fundamental knowledge long since missing at the unit level.

5. Individual Training Standards System Manuals. ITSS manuals are the primary references for training common and MOS-related tasks.

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a. These manuals standardize Marine training for common tasks and for each MOS within a given enlisted Occupational Field (OF) throughout the Marine Corps.

b. ITSS manuals should be used as references for planning, preparing, conducting, and evaluating training.

3003. PREPARATION OF MARINES. Prepare your Marines physically and intellectually for scheduled training. Remember, a Marine who understands "where he is going, and how he is going to get there" will more likely reach his destination than the Marine who is merely offered ambiguous advice and set out on his own to learn. More specifically, make sure they understand ITSS and MCCRES standards and that they are expected to meet them.

3004. Preparation. Carefully planned and rehearsed training ensures that equipment, facilities, and materials are available and operational at the training site.

1. Equipment. Checks must be made to ensure all needed actions have been taken to make the equipment available and functional at the training site.

a. Coordination. Training aids, devices, and full-or part-task trainers and simulators must be reserved early enough to ensure availability. Reserve them, only for the specific period needed to ensure maximum utility by all units requiring their utilization.

b. Preparation of Equipment. A chalk board, for example, requires chalk and eraser, while a projector requires a spare bulb, a screen, and possibly an extension cord. MILES requires batteries, controller keys, and other items. Do not assume e

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equipment will function flawlessly according to expectations. Do not ~~make your first test run of the equipment during scheduled training...~~

c. Preparation of Personnel. Trainers must actually use the equipment during rehearsals to use it well during scheduled training. Also trainers need to become familiar enough with the equipment to teach others how to use it in their absence.

2. Facilities. Facilities include classrooms, tents, parking lots, ranges, local training areas, reserve centers, armories, or state reservations. The nature of the training is the determining factor. Some facilities do not require any preparation. Others require extensive preparation. As with equipment, facilities must be coordinated and reconnoitered

3. Materials. Ammunition, fuel, targets and other sensitive perishable materials must be stored in an appropriate manner. Plan for moving materials to the training sites. Arrange, also, for unpacking, preparing, issuing, and using the materials,

4. Lessons Learned. Make log entries of all significant lessons learned through the trial and error of training preparation for every drill. Include these lessons in your internal reporting, MCLLS

reporting (when appropriate), and in your personal and office turnover files.

3005. TIME MANAGEMENT. During mid-range planning, commanders organize training time to support mission essential training and concentrate training distracters in support periods. The goal of training management is the best combination of resources, material, guidance and time to attain specific training requirements.

3006. MID-RANGE TRAINING PLANNING. Senior commanders link training strategies to executable training plans by designing and scheduling training events. During mid-range planning, commanders and their staffs make a broad assessment of the number, type, and duration of training events required to accomplish METL training. Major training events are the common building blocks that support an integrated set of METL-related

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training requirements. Included in mid-range training plans, major training events form the framework for resource allocation and provide early planning guidance to subordinate commanders and staffs. Mid-range training addresses the immediate future, usually twelve (12) months. Appendix G gives an example of a Mid-range Training Plan.

3007. TRAINING RESOURCES. A METL-based events approach to resource planning is used for the allocation of time, facilities, ammunition, funds, fuel products, and other resources. For example, a reasonably close approximation of the future POL (Class III) and repair parts (Class IX) resource requirements (the most significant operations and maintenance costs in a tank battalion) can be calculated for a training event.

3008. SHORT-RANGE PLANNING. Short-range plans define in greater detail the broad guidance on training events and other activities contained in the mid-range training guidance and mid-range calendar. They refine the allocation of resources to subordinate organizations and provide a common basis for preparing short-range training plans. Appendix H is an example of a Short-range Training Plan. Short range planning is primarily conducted at battalion and subordinate unit levels. It is conducted to:

1. Complete detailed training schedules that are designed to execute training objectives specified in the mid-range training plan.
2. Make final coordination for the allocation of resources to be used in training.
3. Provide specific guidance to trainers.
4. Complete final coordination with other units that will participate in training as part of the combined plan.

3009. Training Meetings. Training meetings are a valuable tool and are primarily conducted in two forms, Pre-Drill meeting and Post-Drill meeting.

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1. Pre-Drill Meetings - Key personnel, Officers, SNCO's and I&I staff go over lessons learned from last drill that pertain to the type of training that is to be conducted in the future. Show stoppers (ammo, ranges, and transportation) are discussed here.
2. Post-Drill Meetings - Include same members from the pre-drill meeting, as well as those identified for the next drill. Lessons

learned from the drill just completed, and assigned tasks and responsibilities for the next drill are discussed.

3. If possible, Commanding officers/OICs should meet with the Active Duty staff at least one week prior to the drill to identify any problems encountered preparing for the drill. Key personnel and Active Duty staff should coordinate with each other to ensure all preparation for the drill is accomplished.

3010. Outlines. once the training schedule is developed, training outlines are prepared for each subject to be taught or each training session to be conducted. Training outlines consist of the following eight elements: training standards, caution statements, pretests, orientation statements, demonstrations, performance steps, practice, and performance evaluations.

1. Training Standards. Training standards are published in MCCRES or ITSS manuals and will be indicated in the remarks portion of the training schedule.

2. Performance Evaluation

a. Performance evaluation makes up the final part of any individual or collective training session. If the Marines or unit cannot perform to standards, the trainers critique their performance and give them additional training until they can. If time runs out on the individual training session and some Marines have not performed to standards, remedial training is required.

b. Collective evaluations follow the MCCRES and they are conducted under field conditions that are as realistic as possible. If the squad, section, or crew fails to meet the standards, the next higher leader must be informed so that he can schedule additional remedial training.

CHAPTER 4

TRAINING EVALUATION

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CHAPTER 4
TRAINING EVALUATION

4000. GENERAL

1. To determine if training is effective, commanders/OIC's must evaluate the training conducted. The Marine Corps Combat Readiness Evaluation System (MCCRES) provides a checklist for the commander and OIC to use in the evaluation process.
2. Once practice is completed, leaders formally evaluate the performance of Marines and units against MCCRES or ITSS standards. Such evaluations help to determine if the training program is meeting training goals.

4001. EVALUATIONS AND TESTS

1. Post Training Checks. Performance-oriented evaluations follow this sequence:
 - a. Set-up the Conditions. Conditions are stated as part of the training objectives in ITSS manuals or MCCRES.
 - b. Restate the Task. The training standards are the evaluation objectives. Trainers state the tasks, conditions, and standards to the Marines, even if the Marines have heard them before. Doing so ensures that the Marines know exactly what will be required of them.
 - c. Observe and Evaluate. Trainers judge performance against the standards. They compare the performance of Marines or units to the standards and take notes to use during the critiques or After Action Review (AAR).
 - d. Critique. Leaders use critiques to tell Marines how they performed. They record the results of collective training in the AARs or appropriate records.

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e. Record the Results. They record the results of collective training in the AARs or appropriate records as determined by the unit program. Evaluations help leaders determine individual or unit proficiency as a basis for future training management decisions.

f. Report the Results. Trainers must inform the chain of command which tasks were or were not trained to standard. Depending on unit policy, leaders may report at scheduled training meetings or submit written reports.

2. Evaluation by Higher Headquarters. The chain of command conducts several kinds of performance evaluations at regular intervals. In this way, leaders assess how well their own Marines and units perform their missions.

a. Marine Battle Skills Training (MRST). MBST tests Marines on selected common tasks.

b. MCCRES Evaluations. Internal evaluations using MCCRES tasks and standards are conducted by the unit for self-evaluation and identification of weaknesses. External evaluations of MCCRES standards are conducted by higher headquarters to evaluate the ability of subordinate units to demonstrate selected tasks. The keys to such effort are feedback and immediate follow-on training to correct weaknesses.

c. Training Inspections. These are conducted, either announced or unannounced, by the commander or his staff. These inspections determine proficiency and compliance with command guidance in the form of Mobilization Operational Readiness Deployment Test (MORDT) and Commanding General's Inspection (CGI).

4002. EVALUATORS

1. To evaluate training effectively, evaluators must know the following:

- a. Who is in charge of the evaluation team, who else is on it, and what the individual evaluation tasks are.
 - b. Standards which they will evaluate.
 - c. Their critique and AAR responsibilities.
 - d. Plans for using the MILES or other simulations.
 - e. Procedures for evaluating individual and collective performance.
2. Evaluators must also possess the following capabilities:
- a. Be proficient in the tasks to be evaluated.
 - b. Be equal or superior in rank and position to the leaders being evaluated. Unit commanders should evaluate unit commanders; company commanders and platoon leaders should evaluate platoon leaders.
 - c. Use the same movement techniques as the units being evaluated.
 - d. Know the tactical and field procedures for the units being evaluated.
 - e. Wear the same uniform as the troops (without white bands or flags).

3. The Marine Corps Combat Readiness Evaluation System (MCCRES) evaluation process will be used per MCO 3501.IC as a training management and diagnostic tool. Local commanders will structure whatever organization they deem necessary to evaluate their training effort in accordance with the Unit Training Management (UTM) process.

4. Submit Marine Corps Lessons Learned (MCLLS) utilizing After Action Reports (ARR's) per MCO 5000.17 via the chain of the command.

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4003. COMMANDING OFFICERS RESPONSIBILITIES. Monitor validity and efficiency of Individual Training Standards (ITS's) and Mission Performance Standards (MPS's) as related to current warfighting doctrine and equipment.

4004. MARINE CORPS COMBAT READINESS EVALUATION SYSTEM (MCCRES)

1. A training standard is a measure of collective or individual performance. Having a set of uniform standards based upon projected combat needs ensures that all training activities focus on defeating the enemy when the time comes.

2. Training standards are measures of performance used to determine if Marines can or cannot perform satisfactorily. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria which will be used to verify that the task has been performed to a satisfactory level.

3. MCCRES was incorporated as a part of the Unit Training Management program to further assist commanders in meeting established training standards. Formal MCCRES evaluations provide CMC with readiness assessments of an unit's ability to perform the tasks contained

within its METL. MCCRES must be done at least once every three years.

4. Several volumes exist in the Marine Corps 3501 series. Each volume contains instructions designed to assist commanders in the development and evaluation of their training efforts. As new missions and their mission tasks (METL's) are identified and/or new units established through the combat development process, new volumes will be added to the current series. The MCCRES is comprised of four interdependent yet distinct components. A brief description of each MCCRES component is provided as follows:

a. Mission Performance Standards (MPS's)- MPS's are mission oriented collective training standards establishing minimum acceptable operational performance criteria for units and elements. MPS's are organized into separate elements by unit type.

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b. Mission Performance Evaluation System. The primary purpose of the MCCRES is to provide training feedback both up and down the chain of command. Local commanders can use training feedback developed through exercise debriefing and MCCRES reports to identify training deficiencies, to assess the effectiveness of their training programs, and to revise training programs to increase combat proficiency. Properly used by commanders, the MCCRES becomes a tool for evaluating the training readiness of a unit and the formulation of future training requirements. With continual use, training becomes progressive rather than cyclic. To ensure combat readiness, training is progressive, "MCCRES grades" should not be overemphasized. The MCCRES program can be used for all field exercises. Commanders are able to use all or part of one or more volumes to continually evaluate the unit's readiness capabilities.

c. Reporting System. A program has recently been written to standardize the reporting of all MCCRES exercises. Submission of the MCCRES report via the chain of command on floppy diskette with a cover sheet and hard copy in the format on the MCCRES diskettes, allows the CG MCCDC (C461) to:

- (1) Conduct trend analysis on manning, equipment, and formal training.
- (2) Revise and update MPS'S.
- (3) Provide CMC with a readiness assessment of all units.
- (4) Ensure that all shortfalls are identified (training facilities, ammo shortage, transportation, etc.).

d. MCCRES Software Program. The MCCRES software has been designed to provide an efficient training management tool for accurately assessing the unit's ability to perform the tasks contained with its METL'S.

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CHAPTER 5

TRAINING REQUIREMENTS

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5000. General

1. The mission of MARFORRES is to provide trained units and individuals in time of mobilization for active duty. The training requirement priorities and goals of each unit are unique and will vary from site to site. Maximum effort should be expended by commanders to initiate a training program for the individual site utilizing all available assets that the Marine Corps and other services have to offer.
2. A properly designed training program will provide continuous opportunities and challenges for individuals to acquire the professional qualifications to enable them to assume greater responsibility. To succeed in this mission, each MARFORRES command, regardless of level, must develop and implement effective training programs.
3. The objective of INDIVIDUAL training is to develop the full potential of each individual Marine. This requires provisions of continuous opportunities and challenges for individuals to acquire the professional qualifications which enable them to assume progressively greater responsibilities. Unit training programs must be in consonance with perennial training requirements and annual training guidance issued by MARFORRES.

5001. Responsibilities

1. Commanders are responsible for fulfilling the annual training requirements required for the members under their command.
2. In pursuit of the individual training objective, commanders must monitor the progress of individual Marines using all available internal and external training assets.

5002. NEPEPP-AL of Training. Priority of effort must be given to the training most critical to the unit under the prevailing circumstances. Such priority of effort provides increased flexibility to the commander in allocating training resources, particularly time. When it is determined a deferral/waiver of certain training requirements is necessary, a request will be made to the appropriate command authorized for approval, via the chain of command. MARFORRFS maintains overall authority to grant deferrals/waivers. This authority is delegated to the Commanding Generals, 4th Marine Division (4th Mar Div), 4th Marine Air Wing (4th MAW), 4th Force Service Support Group (4th FSSG), Marine Corps Reserve Support Command (MCRSC), and Reserve Marine Air Ground Task Force Command Element ATLANTIC/PACIFIC (RMAGTF CELANT/PAC). Deferral of training for Force level assets rest solely with the Commander, MARFORRES.

5003. Mission-Oriented Training

1. Based on the assigned unit mission, commanders will establish mission-oriented training programs to enable the individual Marine to perform satisfactorily in support of the mission. The requirement for specific subjects will be governed by the local training situation and local requirements within the guidance provided by higher headquarters. Commanders should carefully review appropriate MCCRES Mission Performance Standards (MPS) in determining specific training objectives that will enable each Marine to discharge his duties in support and accomplishment of the unit mission.

2. Control of the specific content of mission-oriented training will be exercised through the chain of command; however, senior commanders will allow subordinate commanders maximum latitude in this regard.

3. The proficiency of each Marine in mission-oriented training subject areas will be evaluated by local commanders.

4. Valid mission-oriented training for a Marine may include training in skills outside his/her MOS(s). It is important to

the success of the unit mission for one Marine to be capable of assuming another's duties; therefore, mission-oriented training should include cross training whenever practicable.

5004. Professional, Military Education

1. MCO P1553.4 defines the Marine Corps Professional Military Education (PME) program and identifies areas that should receive emphasis at each level of education and grade.
2. The Marine Corps PME program is a dynamic system for educating Marines with the skills, confidence, understanding, and vision to exercise sound military judgment in battle.
3. PME is an important part of every Marine's professional development. As such, all Marines shall have an equal opportunity to participate in PME programs. Commanders shall not use "Tempo of operations" or the indispensability of an individual to prevent that marine from satisfying PME program requirements. PME takes priority over Annual Training (AT) for all MARFORRES Marines.
4. All MARFORRES Marines, from corporal through general, shall participate in this PME program.
5. The responsibility for professional development is shared by commanders at all levels and individual Marines. Ultimately, Marines are responsible for their own professional development. Marines are expected to pursue a lifelong program of professional development in the same manner as they are committed to physical fitness.
6. All MARFORRES commands shall establish a PME program based on the guidance of MCO 5390.2D. Emphasis should be placed on:
 - a. Ensuring all Marines complete appropriate PME requirements in a timely manner.
 - b. Establish a professional reading program.

c. Use ForO 1500.3 in scheduling of formal schools for PME. Appendix B contains a PME checklist.

5005. Leadership Training

1. The objective of Marine Corps leadership training is to develop the leadership qualities of all Marines enabling them to assume progressively greater responsibilities,
2. Leadership training will be scheduled and conducted throughout the year. Training may be unscheduled in order to take advantage of unexpected situations; primarily, leadership training will be part of an overall master training plan or program.
3. Commanders are responsible for the conduct of leadership training and will select officers and SNCO's deemed to be qualified by a demonstrated ability to conduct leadership training. Individual Marines should look to the MEST manuals for personal use at home for leadership training guidance.
4. All MARFORRES Marines, officers and enlisted, will participate in leadership training. This training should be designed to develop leadership qualities in order to better lead Marines in combat. Commanders will tailor leadership training programs to meet the specific needs of their unit.
5. Commanders will conduct leadership training according to MCO 5390.2D. Specifically:
 - a. Ensure all Marines participate in at least one hour of leadership training per drill.

b. Include leadership training in published training plans.

c. Select topics for leadership training and development of leadership training objectives to help solve problems in the command, to satisfy unit concerns, to fulfill the needs of Marines in the unit, and to develop the leadership abilities of all Marines receiving training.

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d. Retain all training development plans and related records and 0 reports generated during the process of implementing the leadership training and NCO leadership development training programs for a period of 2 years.

5006. Marine Corps Institute (MCI) Correspondence Courses. MCI is responsible for the preparation and administration of correspondence courses designed to augment the various types of Marine Corps training listed in MCO 1550.3M. These courses are generally considered to be MOS oriented or PME. The MOS related courses are designed to increase a Marine's specific technical and professional knowledge in various occupational fields. The PME type courses are designed to provide the individual who is unable to attend resident instruction an opportunity to keep abreast of current Marine Corps doctrine. MCI's are the key to your professional development. In just about every case, the prerequisite to promotion and school is via an MCI course. Appendix B contains a PME checklist.

1. Commanders will ensure that a MCI correspondence management program is established per MCO 1550.3M. Appendix B is an example of a unit training management program and contains a checklist for MCI.

2. Marines on active duty and in the SMCR will submit applications for enrollment to MCI via their commanders.

3. Members of the IRR and IMA will submit applications via the Commanding General, Marine Corps Reserve Support Command (MCRSC)

5007. Weapons Training. Marine Corps policy requires all Marines be thoroughly trained and capable of using, safely and effectively, those individual weapons appropriate to their grade and duty assignment. Marksmanship training for all reservists will be conducted per MCO 3574.2H. Units are required to plan for a minimum of seven (7) consecutive drills to accomplish this requirement. Each day should contain 12 hours of light.

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1. Commanders will ensure marksmanship training requirements are identified and time allocated in the Mid-Range/Annual Training Plan and included on the training schedule.
2. Frequency of qualification will be per MCO 3574.2H. Appendix B contains a marksmanship training checklist.
3. The prescribed minimum requirements should not be interpreted as limiting, in any way, the prerogatives of commanders in conducting additional training to achieve better performance. Commanding officers are encouraged to authorize additional training when deemed necessary if the time and resources are available.
4. Commander, MARFORRES naval message, P080521Z Aug 94 gives guidance on the future direction of Infantry weapons training. The following are excerpts of that naval message and will be adhered to and implemented when planning for weapons training.

a. Infantry units will spend a minimum of 35% of their training time on live fire ranges with T/O weapons. Combat service support, combat support (artillery, tanks, aavs, etc.) and aviation units will live fire their T/O infantry weapons at least semi-annually.

b. All units will schedule a live fire for every AT, achieve a minimum one-time qualification or familiarization firing for Marines on their T/O infantry weapons, and insure Marines fire their T/O weapons in full combat gear on a maneuver range, while practicing basic individual tactical measures. One major emphasis of this training will be Military Operations on Urban Terrain (MOUT), with combat in a built-up area/low intensity conflict condition.

c. Marines will also know the battle sight zero of their rifle, the meaning of sustained and distributive fire, and the maximum effective range of their rifle or crew served weapon.

5. Training of crew served weapons individuals/teams/sections/platoons will be conducted to accomplish the tasks listed in MCO

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3501.3B (Vol II MCCRES). To maintain and improve individual and crew proficiency for members manning crew served weapons, live fire will be conducted at every opportunity.

6. When live firing of any type of ordnance is to be conducted, it will be conducted only on a range established for that purpose, and a range safety officer will be appointed in writing.

a. The range safety officer will be an officer/SNCO and will be the direct representative of the unit commander/OIC for that training

evolution. He will be familiar with all applicable safety requirements and ensure their enforcement.

b. All areas used for firing of military weapons must be military ranges or areas specifically approved. National Guard Bureau Pamphlet 210-21 identifies numerous military firing ranges. Military ranges that satisfy the criteria contained in Army Regulation 385-63 are considered as approved ranges by this Headquarters.

c. Various ranges operated by local law enforcement agencies and private organizations may satisfy the criteria contained in Army Regulation 385-63; however, utilization of such facilities must be approved in writing.

7. The authority to defer/exempt training, or request the use of local civilian ranges rests with the Commander, MARFORRES. This authority to defer/exempt/alter training is delegated to the Commanding Generals, 4th MarDiv, 4th MAW, 4th FSSG, MCRSC and RMAGTF CELANT and PAC.

8. Waivers of qualification or familiarization training for units or individuals will be submitted to the respective higher headquarters (G-3T) via the chain of command. Requests must be submitted sufficiently in advance to allow units and individuals to complete firing or familiarization training in the event the request is disapproved.

9. Both qualification and familiarization firing results will be entered in the individuals Service Record Book/Officer Qualification Record and run on the unit diary.

battlefield condition, one of which is NBCD. Anytime we separate NBC from other training events, we condition our Marines to regard NBCD operations as a separate form of warfare and ensure failure on the battlefield. Each individual must be trained to recognize NBCD attacks, mask quickly, perform assigned missions wearing protective mask/clothing and exist for extended periods in an NBCD environment. NBCD Teams train for proficiency in monitor/survey and decontamination operations. NECD Control Centers at all levels must exercise receiving and processing of NBCD attack data. Finally, commanders and staffs must become familiar with the difficulties involved in operating in a NBCD environment; e.g., the effects on command, control and leadership. The minimum requirements for accomplishing this training are listed below; however, commanders are encouraged to conduct additional training to increase proficiency, time and resources when permitted.

1. Commanders are responsible for the management of the NBCD training programs.

2. Training will be conducted annually for all personnel per MCO P3400.3 and ForO P3400.1. This training should be conducted by qualified NBCD trainers. Each unit should strive to have at least one SNCO and one NCO school trained in the MOS 5711. Mobile Training Teams (MTTS) are available for team training upon request if local trainers are not available.

- a. Personnel are required to conduct normal work operations under NBCD conditions. These conditions will remain in effect for 24 continuous hours. Personnel will remain in the MOPP level selected by the commander for a minimum of four hours without interruption.

- b. All organic and T/O weapons will be fired annually with the operator wearing a field protective mask.

- c. A mask confidence exercise (Gas Chamber) will be conducted for each type of mask assigned to the individual (i.e. M17A2,

M24/25, Aft AR-5, and M40/42). The mask confidence exercise will not be used as a harassment vehicle. It is designed to instill confidence in the use of the NECD protective equipment.

3. Units will prepare and administer to all personnel a practical individual proficiency test. MCO 1510.71 shall be used as a guide in the preparation and conduct of this test.

5009. Marine Combat Water Survival Training (MCWST). Because of the amphibious nature of Marine Corps operations and training, Marines must have the ability to survive in the water. Combat water survival training was designed to reduce fear of the water, instill self-confidence, and develop individual ability to survive in water.

1. All Marines will qualify/re-qualify per the guidelines set forth in MCO 1500.52. This is very aggressive program and some portions of the course may need to be waived. If a waiver is necessary, only that portion of the course that you are not able to accomplish will be waived. The complete course will not be waived (i.e. no tower available). Appendix B contains a MCWST checklist.

2. Only a Marine Combat Instructor of Water Survival (MCIWS), certified by a current Marine Combat Instructor Trainer of Water Survival (MCITWS), may conduct MCWST. Regiments/Groups will conduct training with their own instructors. External support may be requested through the respective MSC.

3. The Commander, KARFORRES has authority to approve waivers/exemptions to prescribed procedures. This authority has been delegated to the Commanding Generals, 4th MarDiv, 4th MAW, and 4th FSSG, MCRSC, and RKAGTFCELANT/PAC. Requests for waivers/exemptions will be requested, accordingly, for approval via the chain of command and forwarded to Commanding General, MCCDC (Code C-462).

5010 Wright Control and Military Appearance. It is each Marine's responsibility to maintain a military image that is neat and trim

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in appearance. The evaluation of a marine's military appearance is the responsibility of commanders.

1. Commanders will establish and maintain an effective weight control and military appearance program. In keeping with Force Policy Letter 8-93, the only fair policy in the administration of an effective weight control and military appearance program will be per MCO 6100.102. "Informal,, programs or "Commanders" programs are authorized. Appendix B contains a weight control/military appearance checklist.

2. Alternate weight standards may be requested in writing from the Marines' Commander in the chain of command exercising special court martial convening authority.

5011. Physical Fitness

1. The purpose of physical fitness training is to maintain an acceptable level of physical fitness in the event of mobilization, and to ensure all Marines can sustain the rigors of combat.

2. Every Marine is required to engage in an effective physical conditioning program on a continuing and progressive basis. It is each Reserve Marine's responsibility to establish an exercise program which will ensure maintenance of Marine Corps physical fitness standards.

3. Guidance for conducting effective physical fitness training is each Reserve Marine's responsibility contained in FM 21-20. Unit physical fitness and conditioning programs for active duty and Reserve Marines will be conducted per MCO 6100.3J. Appendix 3 contains a physical fitness program checklist.

4. Commanders are responsible for establishing a physical fitness program to ensure individual Marines maintain the high standards of fitness established by our Marine Corps.

5. Commanders will administer the physical fitness test to all active duty Marines on a semi annual basis and to all SMCR's on an annual basis.

5012. Marine Battle Skill Training (MBST) Program

1. Our mission orientation requires basic combat skills for all Marines, regardless of their MOS or unit assignment. This means that all hands must be capable of effectively serving in a rifle squad in combat operations should the need arise. *MBST focuses on the firing of individual and crew served weapons, basic knowledge of field skills, participation in battle drills, and combat oriented physical conditioning.*

2. Unit and individual sustainment of these fundamental combat skills is the responsibility of the unit commander. Battle skills sustainment training is an annual requirement throughout the Marine Corps. This training must be continuous and fully integrated into the unit's training plan. MBST will be conducted by all units in MARFORRES per MCO 1500.S1. Appendix B contains a MBST checklist.

3. Unit commanders will determine the unit training requirements based on the analysis of the unit's mission, individual and MBST skills proficiency, and MOS proficiency. FMFM 0-1 provides detailed guidance and instruction on how to properly plan and evaluate the required training.

4. Training tasks should be developed to use resources on hand or which can be readily acquired. MCO 1510.89 and MCO 1510.90 will be used to guide commanders in determining training most applicable to their unit.

5. The evaluation of MBST is continuous and will be conducted concurrently with scheduled training. The MBST handbook and associated test booklet provides the commander with methods to evaluate individual combat skills sustainment.

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6. Minimum annual requirements for evaluation are prescribed in the MBST Test Booklet (published by MCI). Commanding Generals, 4th Mar Div, 4th MAW, 4TH FSSG , MCRSC and RMAGTFCELANT/PAC have the authority to temporarily waive portions of MBST evaluation based on subordinate unit missions and resources available. Waivers will be requested by unit commanders via the chain of command.

7. Individual reporting of MBST evaluation will be accomplished through JUMPS/MMS/REMMPS per MCO P1080.35H and MCO P1080R.38C.

8. Incorporate combat skills proficiency when assigning proficiency marks to corporals and below and when writing fitness reports for sergeants and above.

5013. Additional Training

1. Helicopter Rope Suspension Training. Rope suspension training will be conducted per FMFM 7-40.

2. Fire Support Coordination Center (FSCC) Training. Fire support coordination is a function of fire and maneuver. Successful fire and maneuver will result from effective fire support coordination center training. Therefore, those units rating FSCC,s will conduct FSCC field training during each field training exercise.

3. Tactical Air Control Party (TACP) Training. TACP,s will be trained as teams so as to be able to function effectively as part conducted per FMFM 5-1. Requests for TACP support should be directed to MARFORRES (G-3 Air).

4. Static Line Parachute Operations and Air Delivery. Operations will be conducted per ForO 1540.2.

5. Aircrew Training

a. Aircrew training requirements will be conducted per MCO P3500,14D, MCO P3500.153, MCO P3500.16A, MCO P3500.17, and the

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Training and Readiness (T&R) Manuals. Additional requirements for aircrew training are stated in OPNAVINST 3710.7P.

b. All active duty and SMCR requests for aircrew training will be directed to the CG 4th MAW.

6. Reserve Training Categories. MCO 1001R.1G (MCRAMM) defines reserve training programs and pay categories for each member of the Ready Reserve and Standby Reserves. Individuals will be assigned to training/pay categories based on the training and amount required. Categories include: Inactive Duty Training (IDT), Additional Training Period (ATP), Readiness Management Period (RMP), and Additional Flight Training Period (AFTP). Inactive Duty Training will fall with in one of these training categories per MCO P1080.20, MCTFS CODESMAN. Appendix F represents a format for requesting and reporting ATP and RMP'S.

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CHAPTER 6

ANNUAL TRAINING

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CHAPTER 6

ANNUAL TRAINING

6000. General

1. Annual Training (AT) is a period of Active Duty Training (ADT) used to train reserve personnel for the purpose of providing trained

units and qualified personnel to fill the needs of the Marine Corps in the time of war or national emergency.

2. The objective of an annual training program is to achieve a state of training which will enable the unit to perform its wartime mission in the event of mobilization. In pursuit of the annual training objective, SMCR members must perform 14 days of AT in a fiscal year. IMA's are required to perform 12 days of AT in a fiscal year. The primary goal is for battalion/squadron, regiment/group size units to train collectively for one consecutive period of AT; however, split periods and individual training may be authorized.

6001. Unit Annual Training (AT)

1. The conduct of unit AT is the culmination of planning, and individual and collective instructional training throughout the training year. An AT is to be considered the equivalent of an active component exercise; however, it is not an end in itself. AT is a phase in the continuous cycle of planning, conducting, and evaluating training.

2. Unit AT's to include Selected Augmentation Unit's (SAU's), are under the cognizance of MARFORRES and the respective MSC's (G-3 Operations). MCO PLOOR.1G (MCR-AMM) and ForO 1571.3 provide standardized procedures for AT management and scheduling. Appendixes D and K provide AT planning guidance and a sample AT report respectively.

3. A Training Exercise and Employment Plan (TEEP) is developed each fiscal year by MARFORRES (G-3 Operations) to identify the upcoming fiscal year exercise schedule for AT. Units will

participate in these scheduled events and may also request additional exercises pertinent to their area of training. A TEEP conference

will be held twice a year in order to establish the TEEP items desired by each unit of MARFORRES. The initial TEEP conference will be held in the August-September time period to establish the coming fiscal year TEEP, with a mid-year conference to be conducted in the January February time period to revalidate all unit TEEP'S.

4. All Commanders and General/Special Staff officers involved in the scheduling, preparation of orders, budgeting or management of AT will ensure familiarity and compliance with the TEEP policies and procedures. Appendix C contains various TEEP related material and checklists.

6002. Individual Active Duty Training. Individual active duty training may be authorized on a case-by-case basis to satisfy both individual and unit specific training requirements. The goal of individual training is to improve the professional knowledge and skills of selected individuals, thereby, better preparing them and their units for mobilization.

6003. Reserve Training Categorioe. MCO 1001R.1G (MCRAMM) defines reserve training programs and pay categories for each member of the Ready Reserve and Standby Reserves. Individuals will be assigned to training/pay categories based on the training and amount of training required, Categories include: Active Duty Training (ADT), Alternate Annual Training (Alt AT), and Incremental Initial Active Duty for Training (IIADT). Reserve training will fall within one of these training categories per MCO P1080.20K, MCTFS CODESMAN.

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CHAPTER 7

BUDGET PLANNING

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CHAPTER 7

BUDGET PLANNING

7000. General

1. Training Planning and Budget Planning are events which must run concurrently to meet the needs of the units. As the unit identifies training events for upcoming fiscal years, the cost of such events must be planned for, thus ensuring successful coordinating for the provision of resources required for the execution of the training evolutions.
2. The training budget is a two step process presented to the MARFORRES (Comptroller) each fiscal year. The first step is a TEEP planning budget review which is coordinated by MARFORRES (G-3 Ops) and used as a tool to track the operations and training of the units which comprise MARFORRES. The second step is a unit initiated training budget (i.e. drill weekends, off-site drills, and school requirements) which is planned and submitted separately from the TEEP requirements,

7001. TEEP

1. ForO 1571.3, Administration of the Training, Exercise and Employment Plan, provides instructions for the implementation and cost accounting of the TEEP for MARFORRES. Appendixes C and D represent planning guidance and worksheets pertaining to TEEP and budget planning.
2. Units will submit their TEEP input up the chain of command to their respective MSCS. MARFORRES (G-3) will consolidate the TEEP input for all MARFORRES units. This action will be complete no later than 1 August each year.
3. MARFORRES (G-3) uploads and consolidates all input and produces an initial draft of the TEEP. The initial draft will be subject to fiscal constraints established by the MARFORRES (Comptroller).

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4. The TEEP conference will be held in August-September time period to make any changes necessary to adhere to budget restraints. The finalized TEEP will be submitted to the Commander, MARFORRES.
5. A Mid-Year TEEP conference will be scheduled, as necessary, to make adjustments to the current year's TEEP and to begin planning for the next fiscal year's TEEP.

7002. Unit Initiated Training

1. A budget call for the MARFORRES Midyear Review (MYR), and the Budget and Program objective memorandum (POM), will be initiated during the 2d quarter each fiscal year by the MARFORRES, Comptroller. The budget call provides guidance for submission of the current fiscal year YR, the upcoming fiscal year budget and out year POM. Cost associated with TEEP events will not be considered on the budget call.
2. MSC's will use the Training Input Plan (TIP), schools/special tours (subhead .2732) requirements provided by their respective units to ensure school training requirements are met in the budget process. Budget submission will be submitted to the Commander, MARFORRES (comptroller) via Assistant chief of Staff, MARFORRES (G-3). Force Level units will submit their budget directly to MARFORRES (G-3). All TIP input is due this Headquarters no later than 15 August each year.
3. Commanders having knowledge of significant changes to their school/special tours requirements should notify MARFORRES (G-3T) via their respective MSC of those changes.

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CHAPTER 8

CHAIN OF COMMAND

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CHAPTER 8

CHAIN OF COMMAND

8000. General. The command and control of the MARFORRES is a challenge. Units are widely dispersed around the country. The units that are collocated with other units require the assistance of an Active Duty Staff whose principle area of expertise may be different from the mission of one or more of those units. A Site Commander may be appointed to exercise administrative control over one or more squadrons under the operational control of a different Group Commander who is located at another site. There are nondoctrinal units within the task organization such as Headquarters Detachments and Mobilization Training Units (MTU's) who are under the operational control of the Commander, MARFORRES and are supported by 4th MarDiv units. Therefore, it is important to clearly describe the various aspects of the MARFORRES chain of command to ensure there is a common understanding among all concerned.

8001. BASIC CHAIN OF COMMAND. Figure 8-1 illustrates the basic chain of command of MARFORRES. The foundation for this illustration is the MARFORRES Command Relationships found in MARFORRES Campaign Plan 1993-94 (Revised October 1993). Every generic command level associated with the MARFORRES is included in Figure 8-1. Some units subordinate to these levels are not depicted, e.g. units subordinate to Headquarters Battalion, MARFORRES. Basically, the chain of command follows the fitness report reporting chain established by MCO P1610.7C (Performance Evaluation System).

8002. Administrative/Operational Control, of Certain MARFORRES Unit

1. ForO P5000.1 (Staff Regulations) assigns administrative and training support; administrative and operational control; and operational control for training of certain units of the MARFORRES.

2. The units addressed are of two types:

a. Separate Force Level battalions, companies and groups.

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b. Those Force Level assets subordinate to Headquarters Battalion, MARFORRES.

8003. ADMINISTRATIVE AND TRAINING SUPPORT OF COLLOCATED UNITS OTHER THAN MTU'S. See ANNEX i (Command Relationships) to MARFORRES Campaign Plan 1994-1995

1. Concept. Maintain doctrinal command relationships for the units of the MARFORRES. Certain command relationships require further clarification because of the geographical dispersion of MARFORRES.

2. Execution

a. For 4th MarDiv and 4th FSSG Units, Inspector-Instructors exercise Administrative Control (ADCON) over all reserve units located at their site. For 4th MAW units, each Site Commander exercises ADCON over all reserve units located at their site.

b. With the exception of the Force Level units listed in subparagraph 3 below, Operational Control (OPCON) status of each unit will be in accordance with the traditional chain of command. Senior Inspector-Instructors will continue to exercise cognizance over the Inspector-Instructors of subordinate units.

c. The Marine Corps Reserve Support Command (MCRSC) is under the direct ADCON/OPCON of the Commander, MARFORRES, however, administrative logistics funding and orders for IRR and IMA will be the sole responsibility of MCRSC to coordinate with HQMC and MCCDC.

3. Special Command Relationships. The following matrix defines command relationships that fall outside of doctrinal relationships. The column titled OPCON for Training, identifies those units that are not able to accomplish the Marine Corps 1540 series training (Basic Infantry Training, Rifle and Pistol Marksmanship, NBCD and Swim Qualification) on their own and require support in order to accomplish these requirements.

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<u>Unit</u>	<u>ADCON/location of Active Duty Staff</u>	<u>OPCON</u>	<u>OPCON for Trng</u>
10th CIT	Washington, DC	AC/S, G-2	4th CAG
12th CIT	Washington, DC	AC/S, G-2	4th CAG
14th CIT	San Diego, CA	AC/S, G-2	4th Tank Bn
30th ITT	Alameda, CA	AC/S, G-2	1st Bn, 14th Mar
31st ITT	Los Angeles, CA	AC/S, G-2	5th Bn, 14th Mar

32d ITT	Worcester, MA	AC/S, G-2	HQ, 25th MAR
33d ITT	Miami, FL	AC/S, G-2	AT TOW CO
34th ITT	Garden City, NY	AC/S, G-2	2d En, 25th Mar
35th ITT	Chicago, IL	AC/S, G-2	2d En, 24th Mar
4th SCAMP	Mobile, AL	AC/S, G-2	3d FORCE RECON
HQ Det I	Seattle, WA	AC/S, G-7	4th LSS
HQ Det 2	Garden City, NY	AC/S, G-3	2d En, 25th Mar
HQ Det 3	New Orleans, LA	AC/S, G-3	3d Bn, 23d Mar
HQ Det 4	Chicago, IL	AC/S, G-3	2d Bn, 24th Mar
HQ Det 5	Bridgeton, MO	AC/S, G-3	3d Bn, 24d Mar
HQ Det 6	Houston, TX	AC/S, G-7	1st Bn, 23d Mar
3d FORRECON	Mobile, AL	AC/S, G-3	AC/S, G-3
4th FORRECON	Honolulu, HI	AC/S, G-3	AC/S, G-3

<u>Unit</u>	<u>ADCON/location of Active Duty Staff</u>	<u>OPCON</u>	<u>OPCON for Trng4th</u>
ANGLICO	W. Palm Beach, FL	AC/S, G-3	AC/S, G-3
3d ANGLICO	Long Beach, CA	AC/S, G-3	AC/S, G-3
6th Comm Bn	Bronx, NY	AC/S, G-6	AC/S, G-6
4th FIIU	Aurora, CO	AC/S, G-2	MACS-24, Det A
Intel Tr Det	Damneck, VA	AC/S, G-2	NMITC
3d CAG	Camp Pendleton, CA	AC/S, G-3	5th Bn, 14th Mar
4th CAG	Washington, DC	AC/S, G-3	AC/S, G-3
RMAGTFCEPAC	Camp Lejeune, NC	COMMARFORLANT	COMMARFORLANT
RMAGTFCELANT	Camp Pendleton, CA	COMMARFORPAC	COMMARFORPAC

*5th Bn, 14th Mar will continue to support this unit until all of 3d CAGs records and training are located at Camp Pendleton. When this transition is complete, RMAGTFCEPAC will be responsible for 3d CAG.

SOP FOR TRAINING

CHART CANNOT BE SCAN. SEE MANUAL

Figure 8-1.--Basic Chain of Command.

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SOP FOR TRAINING

CHAPTER 9

REPORTS

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SOP FOR TRAINING

CHAPTER 9

REPORTS

9000. General. Certain training reports are required by this command at periodic intervals. These reports are management tools which provide the recipient with information used to base further training plans and goals. It is of the utmost importance that reports be submitted in a timely and accurate fashion.

9001. Reports Require. Requirements exist to prepare and submit various reports of specific occurrences or incidents. These reports are listed in Force Bulletin 5214 and Appendix A of this Manual. The information includes references to aid in their preparation, due date, formats, and who is required to submit the report.

1. units will submit reports to their respective MSC unless otherwise directed. Force Level units will submit their reports directly to MARFORRES.

2. The MSCs will maintain reports for a period of 2 years after submission.

