



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
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G-3T
14 May 93

DIVISION ORDER P1500.25A

From: Commanding General
To: Distribution List

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

Encl: (1) LOCATOR SHEET

Reports Required:

- I. Quarterly Training Report (Report Symbol G-3T-1500-01), par. 2003.1
- II. Annual Training Report (Report Symbol G-3T-1500-02), par. 2003.2
- III. Training Incident Report (Report Symbol G-3T-1500-03), par. 9009.1
- IV. Typhoon Field-Clear Report (Report Symbol G-3T-1500-04), par. 9012.3

1. Purpose. To promulgate policies and guidance for conducting training in the 3d Marine Division.

2. Cancellation. DivO P1500.25, DivO 3574.1

3. Recommendations. Recommendations concerning the contents of this order are invited. Commanding officers will forward those recommendations to the Assistant Chief of Staff, G-3 (ATTN: Training Officer) via the appropriate chain of command.

4. Action. For the development and conduct of training in the 3d Marine Division, commanding officers will comply with the guidance contained herein and in all other pertinent directives and publications, including but not limited to those listed in Appendix A.

5. Certification. Reviewed and approved this date.

R. A. HORD
Chief of Staff

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Enclosure (1)

TRAINING SOP

CONTENTS

CHAPTER

1	GENERAL
2	TRAINING MANAGEMENT
3	EXERCISES AND DEPLOYMENTS
4	MANEUVER UNIT TRAINING
5	COMBAT SUPPORT UNIT TRAINING
6	FUNCTIONAL TRAINING
7	INDIVIDUAL TRAINING
8	TRAINING FACILITIES
9	SAFETY
10	SUPERVISION AND EVALUATION

APPENDIX

A	LIST OF TRAINING REFERENCES
B	TRAINING SCHEDULE FORMAT
C	ANNUAL/QUARTERLY TRAINING STATISTICS REPORT
D	TRAINING AREA/RANGE REQUEST FORM
E	SAMPLE UNIT ARE/SAV INSPECTION REPORT
F	INSPECTOR'S EVALUATION OF TRAINING
G	DROP ZONE/LANDING ZONE REQUEST
H	FUNCTIONAL AND INDIVIDUAL TRAINING REQUIREMENTS

TRAINING SOP

CHAPTER 1

GENERAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
TRAINING PHILOSOPHY.....	1000	
TRAINING MANAGEMENT.....	1001	
CONDUCTING TRAINING.....	1002	
TRAINING REFERENCES.....	1003	
TRAINING DEFINITIONS.....	1004	
TRAINING PRIORITIES.....	1005	
TRAINING HIERARCHY.....	1006	

TRAINING SOP

CHAPTER 1

GENERAL

1000. TRAINING PHILOSOPHY. The fundamental reason for all Division training is victory in war. Therefore, our training will focus clearly and safely on winning in combat. The forward deployment of the 3d Marine Division demands that we be ready for war on extremely short notice, and our training objectives must be supportive. We must view everything we do as a training opportunity. Administrative work is administrative training. Proper correspondence, orderly files and directives, and accurate pay records are by-products of that training. Equipment maintenance is maintenance training, and combat ready equipment is the by-product. All activities are safety training. The by-products are undamaged equipment, no lost time, and no waste of fighting-hole strength. To obtain maximum benefit from our field training, we must be innovative in the use of our local facilities (e.g. ranges, training areas, Division Schools), and in the scheduling and design of our exercises. We will train hard in those things we can do on Okinawa and focus our off-island training on those things difficult or impossible to do on Okinawa. We must coordinate aggressively with amphibious ship commanders and the staff of the local amphibious group to ensure we get every bit of amphibious training and intra-theater transportation from the assets available. To the extent possible, we will conduct our exercises in concert with the III Marine Expeditionary Force (III MEF) Campaign Plan, design our training objectives to support combat preparedness, and prioritize O&M funding to contribute directly to our training objectives.

1. To avoid further endangering the training facilities available to us, we must always be cognizant of our guest status on Okinawa and in the other nations in which we train. The local range regulations and orders governing standards of conduct are not unlike the rules of engagement we would face in a low intensity conflict and we must adhere to them with the same attention.

2. Commanders must be personally involved in the planning, execution, and evaluation of training at all levels of their command to ensure that each event is sensible, properly prepared safely conducted, and above all, relevant to our operational responsibilities.

3. Training will be executed by the battalions. Regiments will assist, supervise, and evaluate the training of its subordinate units. The Commanding General will also assist, supervise, and evaluate the training of all Division units.

1001. TRAINING MANAGEMENT. FMFM 0-1 promulgates guidance for developing training plans and objectives. Commanders will ensure that all subordinate commanders and all personnel who plan, supervise, or evaluate training are familiar with that publication and that they implement and practice the procedures established therein and herein. Chapter 2 of this directive contains additional guidance regarding training management.

1002. CONDUCTING TRAINING. FMFM 0-1A promulgates guidance for conducting training and describes the "systems approach to training." Unit commanders will ensure that their subordinates conduct training in accordance with that publication.

1003. TRAINING REFERENCES. This order is not a single source document for the conduct of Division training. Appendix A is a list of references to supplement the guidance contained herein and it is meant to assist commanders in preparing and executing training programs.

1004. TRAINING DEFINITIONS. MCO 1553.1 (The Marine Corps Training and Education System) contains definitions of the following terms: Commanders, operations officers, and all other Marines involved in any way in training or the training process must become familiar with the definitions of these terms.

1. Types of Training: Individual training and collective training.
2. Training Locations: Institutional training locations and unit training locations.
3. Categories of Training: Recruit training, officer acquisition training, specialized skill training (which includes the sub-categories of initial skill training and skill progression training), and functional training.
4. Mission-Oriented Training. This includes, but is not limited to the Individual Training Standards (ITS) training and Marine Corps Combat Readiness Evaluation System (MCCRES) training.
5. Professional Development Education. This includes Professional Military Education (PME) as defined in MCO P1553.4 (Professional Military Education).
6. Flight Training. Training which provides the basic flying skills required by pilots, navigators, and naval flight officers to function effectively upon assignment to operational units.
7. Essential Subjects Training. These include Battle Skills Training (BST), Combat Skills (initial stage) training, Battle

Drill Guide training, and Basic Warrior Training.

8. Related Training. Training which augments other categories of individual training conducted at the unit level. Related training includes, but is not limited to, troop information, driver safety, and personal affairs training.

1005. TRAINING PRIORITIES

1. The general training priorities established for the Marine Corps in MCO 1500.40 will apply also to the 3d Marine Division. They are:

- a. Mission-oriented training
- b. Skill progression training
- c. Functional training
- d. Professional development training
- c. Essential subjects training
- e. Related training

2. The Commanding General will publish more specific training priorities with regard to contingency plans and mission priorities in the Annual Training Plan and the Quarterly Training Plans.

1006. TRAINING HIERARCHY

1. Within the categories of mission-oriented training and functional training, there is a "training hierarchy" which serves to establish training priorities within those categories. The progression of training under the hierarchy flows from individual training upwards through fire team/gun team, to squad, platoon, company training, and so on. The training hierarchy is:

Individual proficiency
 Fire team/Weapons Crews/Equipment Crews
 Squad/Section
 Platoon/Section
 Company/Battery
 Battalion
 Regiment
 Division
 Combined Arms/MAGTF

2. While it is usually impossible to conduct training in such an ideally progressive fashion, commanders must ensure that their training programs address the requirements of each level of the hierarchy, and as progressively as possible. It may often be possible to conduct overlapping or simultaneous training, especially refresher or maintenance training, of one or more levels of the hierarchy. This requires detailed planning, particularly regarding the development of training objectives for each level of the unit for every exercise. For example, when infantry battalion commanders develop training objectives for a battalion field exercise, they must include objectives for every level of the unit's training hierarchy, including those for the individual skills of the Marines.

TRAINING SOP

CHAPTER 2

TRAINING MANAGEMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	2000	
TRAINING PLANS.....	2001	
TRAINING PUBLICATIONS.....	2002	
TRAINING REPORTS.....	2003	2-7
TRAINING DOCUMENTATION.....	2004	2-8
TURNOVER FOLDERS AND DESKTOP PROCEDURES.....	2005	2-8
TRAINING MANAGEMENT, SUPERVISION, AND EVALUATION.....	2006	

TRAINING SOP

CHAPTER 2

TRAINING MANAGEMENT

2000. GENERAL. Preparing and conducting performance-oriented training to support mission performance standards is one of the commander's most challenging tasks. In order that each unit's Marines derive a sense of accomplishment and satisfaction from that training, all commanders must manage their units' training properly and efficiently. This section provides training management guidance for the commander.

2001. TRAINING PLANS. The following plans will be used to promulgate and coordinate training.

1. Mission Essential Task Lists (METL)

a. FMFM 0-1 describes the process of determining METLs. Unit commanders derive METLs from their general mission statements as well as from their missions as stated in pertinent campaign, contingency, and operations plans. Commanders, in turn, use the METLs to determine training objectives and establish training priorities. Commanders will determine and/or validate METLs during each phase of planning in accordance with FMFM 0-1.

b. Changes in the international and theater situation will cause changes in strategy and plans. METLs will then change accordingly. METLs are dynamic, ever changing. A unit may not finish a planning cycle with the same METLs with which it commenced that period. Commanders must remain attuned to the political-military environment and must change or adjust their METLs accordingly. Every phase of planning training includes an analysis process. During that process, each phase of planning (long, mid, and short-range) commanders will validate or revise their METLs.

2. Training Plans. FMFM 0-1 requires developing long-range, mid-range, and short-range training plans. In order that we can adjust to various, and oft-times unforeseen developments, training plans must be considered dynamic, flexible documents. They will be the points of reference from which deviations are made, as circumstances warrant.

a. Long and Mid-Range Training Plans

(1) Contingency planning, directed exercises, and major training events must all be coordinated with Unit Deployment Program (UDP) schedules. That must be accomplished far enough in advance to allow sufficient time to request transportation, ammunition, fuel, supplies, as well as schedule ranges and

training areas on Okinawa and elsewhere in the Western Pacific, and to conduct preparatory training. Additionally, fiscal constraints must be considered early in the development of the plans in order to ensure the wise investment of limited resources.

(2) Long-range planning at the Division level and lower is, according to FMFM 0-1, conducted for two-year periods and validated annually. Mid-range planning is conducted for one-year periods. Mid-range planning is further influenced by the Division's Annual Exercise Plan, which is published annually and updated as required. The Division will combine its long and mid-range planning guidance into one document, the Annual Training Plan. It will be published by the end of the third fiscal quarter (30 June) of each year and will address the forthcoming two fiscal years. Thus, each subsequent annual plan will overlap its predecessor by one year. Its guidance for the second "outyear" will be very general, while the guidance for the first, or imminent, outyear will be more specific. Similarly, the guidance for the nearest fiscal quarter will be more specific than that for the subsequent quarters of the current fiscal year. Quarterly training plans and the quarterly issues of the Training, Exercise, and Employment Plan (TEEP) will supplement, or change, if necessary, the guidance established in the annual training plans.

(3) Regimental and separate battalion commanders will also conduct long and mid-range planning. They will submit their long and mid-range planning documents to the Commanding General by 1 August each year. Regimental commanders will also require their subordinate battalion commanders to conduct long and mid-range planning.

(4) UDP units will publish, upon arrival, a Deployment Training Plan, to include training guidance for the entire six-month deployment period. Regimental commanders must communicate with the incoming battalions far enough in advance to provide training guidance and assistance in drafting the Deployment Training Plan.

b. Short-Range Training Plans

(1) The Division, regiments, and separate battalions will publish quarterly training plans. Quarterly plans will validate or revise the unit's METLs, training objectives, and training priorities established in the annual training plans and will also publish information that was not available and guidance that may not have been developed at the writing of the previous planning document.

(2) The Division will also publish the TEEP at least quarterly. The TEEP is a classified schedule of events, including significant training events, major exercises,

TRAINING SOP

operational commitments, contingencies, and deployments. It is published primarily as a scheduling document. In order to obtain a full understanding of the Division's training plan, one must use the TEEP and the training plans together. They will supplement and complement one another.

(3) Quarterly training plans will address four fiscal quarters. They will provide fully developed, detailed guidance for the imminent quarter, and for each subsequent quarter less specific and more general guidance, but will include as much information and direction as is available at the time of publication.

c. Training Schedules

(1) Each unit in the Division will publish schedules of weekly training. They may be published monthly, bi-monthly, or weekly. Commanders will ensure that the training schedules receive the widest possible dissemination.

(2) Commanders will submit the training schedules to the Commanding General through the chain of command by the close of business Tuesday of the week preceding the training. Separate battalion and regimental commanders will compile the training schedules for subordinate units.

d. Weekly Training Highlights

(1) Each regiment and separate battalion commander will submit the unit training highlights along with the training schedules to the Commanding General (ATTN: G-3T) for distribution to the Division's staff sections and to the Commanding General, III MEF. The training highlights will be submitted in the format contained in Appendix B and are due by the close of business Tuesday of the week preceding the training.

(2) The following will be considered training highlights:

- (a) Static displays
- (b) Amphibious operations
- (c) Vehicular water operations
- (d) Use of Combat Town or Military Operations on Urban Terrain (MOUT) operations
- (e) Dive/SCUBA operations
- (f) Airborne operations
- (g) Helicopter Rope Suspension Training (HRST) and

TRAINING SOP

Rope Suspension Training (RST)

(h) Close Air Support (CAS) or Simulated Close Air Support exercises (SIMCAS)

(i) Vehicular road marches of four or more vehicles

(j) All live-fire training, especially live-fire-and-maneuver training

(k) Field exercises (FEX) of company-size or larger

(l) Battalion and regimental command post exercises (CPX)

(m) Any training or instruction which may not be risky or dangerous, but which is currently of command interest. As of this writing, examples of this are substance abuse training, sexual harassment training, suicide prevention training, and heat casualty prevention training.

e. Training on Japanese Holidays. We must be sensitive to the feelings of our host nation. While we will not cease training, we will not conduct "high visibility" training during Japanese holiday periods. The Commanding General will publish naval messages annually which list the Japanese holidays for the forthcoming year. All S-3s and training officers will maintain a copy of the current message in their turnover files and will ensure that their units do not conduct high visibility training during times which would disturb the Japanese. High visibility training is defined as follows:

(1) Artillery firing, especially if it closes Highway

(2) All indirect firing and any direct firing of high explosive ordnance.

(3) Any use of explosive ordnance (mines, hand grenades, so on).

(4) Light armored vehicle road marches.

(5) Other vehicular convoys of four or more vehicles.

(6) Vehicular water operations, or any other use of water surface areas.

(7) Airborne operations (especially at DZ Yomitan).

(8) Helicopter Rope Suspension Training (HRST)

(9) Off-base hikes, both conditioning hikes and

movements to training areas.

(10) All live-firing of weapons larger than 7.62mm caliber (7.62mm firing is permissible).

2002. TRAINING PUBLICATIONS. Battalions will maintain comprehensive training publication libraries for their companies and batteries. Battalion libraries will contain those publications and manuals necessary to support training (See Appendix A). The following guidelines apply:

1. Battalions and regiments will maintain one copy of all FMFM's and LFM's in accordance with MCO 5600.20 (Marine Corps Doctrinal and Related Publications).
2. Units will possess and maintain all publications as prescribed by Marine Corps orders and bulletins in the 1500, 3000, 5600, and 6000 series.

2003. TRAINING REPORTS. It is the intent of this headquarters to keep reports to a minimum. However, reports and records of training inspections and evaluations, post-exercise reports, after action reports, training costs reports and training accomplished reports are valuable management tools.

1. Quarterly Training Report. Each regiment, separate battalion, company, battery, platoon, or detachment will submit quarterly training reports for the first three fiscal quarters to the Commanding General (ATTN: G-3T) via the chain of command as outlined in Appendix C. The reports will address the training conducted during the previous quarter and will be due by the 15th of the month following the quarter reported upon.
2. Annual Training Report. Each unit will also submit an annual training report, which will include as a separate enclosure the report of the training activities for the fourth fiscal quarter. The annual report should be a cumulative recapitulation of the four quarterly reports. The annual report will be due on 15 October of each year.
3. Nonrecurring Reports. Periodically, training information will be requested to evaluate programs, schools, and plans for future actions.
4. Post-exercise Reports. Units returning from exercises or training deployments/events will include in their post-exercise report analysis/assessment/other comments on the value/quality of training accomplished.

2004. TRAINING DOCUMENTATION. In order to supervise and evaluate training properly, commanders must maintain records of the training that has been conducted. Training schedules which have been annotated to indicate that the event or class actually occurred as scheduled will suffice to document much of the training. For other types of training, though, commanders must maintain more detailed records.

1. Automated Records. MCO P1080.35 (Personal Reporting Instruction Manual) contains the procedures for reporting training information regarding individuals into the Corps-wide automated reporting system. Commanders will ensure that timely and accurate reporting occurs. Hereafter follows a list of the training items which must be entered into the automated reporting system:

- Battle Skills/Essential Skills Training
- Physical Fitness Test Scores
- Marksmanship Scores
- Water Survival Qualification and Requalification Date
- Driver Improvement Training Attendance
- Drug Lecture Attendance
- Gas Chamber Exercise Completion
- Annual Leadership Training Attendance
- Marine Corps Institute Courses

2. Additional Records. Commanders will complete and maintain whatever other records are necessary to document the training of their Marines, sailors, and units as required by this directive and other directives cited or listed herein. Class rosters for required classes or training, range rosters, BST score sheets, and Marine Corps Institute records are examples of additional training documentation which must be maintained.

3. Training Documentation Files. Commanders will maintain all training plans, schedules, and other training documentation on file for two years.

2005. TURNOVER FOLDERS AND DESKTOP PROCEDURES. Commanders will ensure that all personnel who are involved in the planning, management, supervision, or evaluation of training establish and maintain both "Desktop Procedures" and "Turnover Folders" in accordance with DivO 5210.3 (Turnover Folders and Desktop Procedures).

2006. TRAINING MANAGEMENT, SUPERVISION, AND EVALUATION. All commanders in the 3d Marine Division are responsible for managing, supervising, and evaluating training. Every commander will ensure that the unit's training program includes guidance and procedures whereby it can and does conduct these critical aspects of the training sequence. Commanders will be guided in

these efforts by FMFM 0-1 and FMFM 0-01A (How to Conduct Training). Chapter 10 of this order contains more explicit guidance regarding the supervision and evaluation of training.

TRAINING SOP

CHAPTER 3

EXERCISES AND DEPLOYMENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	3000	
ALERT CONTINGENCY FORCE (ACF).....	3001	
DIRECTED EXERCISES.....	3002	
MAJOR TRAINING EVENTS.....	3003	
SUBORDINATE ORGANIZATION TRAINING REQUIREMENTS.	3004	

TRAINING SOP

CHAPTER

EXERCISES AND DEPLOYMENTS

3000. GENERAL. Training in the 3d Marine Division will be planned and conducted primarily to prepare us to accomplish our mission, support the relevant contingency plans and operations plans, and to support theater and national strategy. We cannot be all things to all people. We must determine our METLs, derive our training objectives from them, and establish training priorities accordingly. Then, we must plan and conduct the training which prepares us to meet our theater and worldwide objectives.

3001. Alert Contingency Force (ACF). The ACF is prepared to respond to a variety of missions. It is capable of rapid deployment by either air or surface transportation. It consists of the lead echelon, the follow-on echelon, and the command element, normally a regimental headquarters. It is a combined arms team with some integral combat service support that, when married to an aviation combat element, could function as a MAGTF. When deployed, the ACF or any portion of it is under the operational control (OPCON) of the CG, III MEF. Since deployment may likely be by air, exercises such as Static Loading Exercises (Static LOADEX) should be conducted early in the assignment to the ACF. If possible, Joint Airborne/Air Transportability Training (JA/ATT) exercises will be conducted with the Air Mobility Command (AMC).

3002. DIRECTED EXERCISES. The 3d Marine Division participates in a significant number of major training exercises each year. These exercises, which range in size from small detachments to substantial portions of III MEF, usually include other services and allied nations (combined or bi-lateral). These higher-headquarters-directed exercises use training areas located throughout the Western Pacific. All directed exercises are described in the Division TEEP.

3003. MAJOR TRAINING EVENTS. In addition to the directed exercises, the Division will plan and conduct its own major exercises to complement or supplement directed exercises. Since these require close coordination with directed exercises, they are included in the TEEP. The purpose and the scope of these are summarized below.

1. Division Command Post Exercise (CPX). In order to exercise the Division headquarters and selected subordinate unit headquarters, along with their personnel and equipment, the Division will conduct periodic CPX's. These CPX's will be

scheduled frequently to maintain operational competence, and to help prepare the Division for directed exercises. CPXs will be conducted in accordance with DivO P3120.13 (The Division CP SOP).

2. Joint Airborne/Air Transportability Training (JA/ATT).

JA/ATT is a program designed to provide interservice training for wartime application of airlift. The training offers the Division and the Air Mobility Command an opportunity to develop and practice joint procedures and to maintain proficiency in the deployment and support of Marines by fixed wing airlift. JA/ATT emphasizes an austere operating environment with minimum Air Force Airlift Control Element (ALCE) support, necessitating maximum user participation and combat loading of equipment specifically packaged to ensure minimum handling. Troops must be outfitted and equipped to conduct combat operations upon arrival at the objective airfield and missions must be planned for minimum ground times, including engine-running, combat-loading and unloading. Priority of JA/ATT training will be to current and projected ACF units, but all Division units must conduct unilateral training to ensure preparedness for air deployment. Static LOADEX's are excellent JA/ATT training exercises for embarkation and Arrival/Departure Airfield Control Group (A/DACG) personnel. Involving few AMC aircraft assets, these exercises provide an opportunity to evaluate load preparation abilities and to practice loading and unloading skills. The Division G-3 Operations Section coordinates requests for AMC JA/ATT missions. Commanders will find the procedures for requesting and planning operations with Marine Corps KC-130 aircraft in DivO P3125.1 (SOP For Division Air).

3. Camp Fuji Training. Camp Fuji offers excellent live-fire training for crews of most of our weapons, including artillery, as well as maneuver training for infantry units and armored vehicles. The ranges and maneuver areas also provide the opportunity for infantry units to conduct mechanized/anti-mechanized operations, and fire support coordination exercises, including SIMCAS.

4. Korean Incremental Training Program (KITP). KITP is normally conducted in conjunction with major exercises which occur in Korea. The participating units travel to and from on exercise shipping or airlift and either arrive early for the exercise or remain beyond the exercise termination date. This program allows battalions or smaller units to use the training areas in Korea, and it provides the opportunity to train and develop interoperability with allied Korean military forces. Unique ranges in the Republic of Korea support engineer work and TOW firing. Marines may also attend the Korean Marine Corps mountain warfare training.

5. Korea Training. This is the same as KITP, except it is not conducted in conjunction with a major exercise. Unlike the KITP, the Division must allocate transportation monies for these

exercises

6. Submarine Exercise (SUBEX). Reconnaissance companies will conduct SUBEXs, if submarines are available. These exercises should consist of a reconnaissance full mission profile training, to include: transit planning; surface and submerged exit and recovery of swimmers and inflatable boats; amphibious reconnaissance; and live fire.

7. Reconnaissance Exercise (RECONEX). Conducted quarterly in Okinawa water surface areas (WSA) and the CTA/NTA. These use a surface combatant ship as a launch platform. The goal remains to conduct a reconnaissance full mission profile.

8. Amphibious Refresher Training (PHIBREFTRA). An amphibious exercise conducted primarily to support amphibious ship training requirements, PHIBREFTRA provides opportunities for Division units to conduct shipboard training, obtain transportation to off-island training areas, and sharpen amphibious skills.

9. Tube-Launched, Optically-Tracked, Wire-Guided (TOW) Anti-Tank Weapon Exercises (TOWEX). Since there are no TOW ranges on Okinawa, Division TOW sections travel to Korea as often as funds permit to conduct live-firing exercises.

3004. SUBORDINATE ORGANIZATION TRAINING REQUIREMENTS. In addition to the training and exercise requirements listed above, regiments and separate battalions may schedule their own training exercises and events. Such major events, especially those that involve participation of other units, will be scheduled so they do not conflict with other exercises. They will be submitted to the Commanding General (ATTN: G-3) to be included on the TEEP, however funding for these exercises is the responsibility of the unit.

TRAINING SOP

CHAPTER 4

MANEUVER UNIT TRAINING

4000. GENERAL. Maneuver units of the Division consist of the infantry regiments and battalions. Additional maneuver units may be created by cross-attaching infantry units to Combat Support Group and creating task forces. In the event of major conflicts or contingency operations, the Division may be assigned additional maneuver units which are normally assigned to other Divisions or the 1st Marine Brigade.

1. The purpose of unit training is to ensure that the Division is combat ready by preparing units to meet actual contingencies and to carry out the operations and exercises outlined in Chapter 3.

2. Battalions and companies arriving from the continental United States (CONUS) as part of the UDP should normally have achieved a high state of readiness. Training for those units should be designed to increase readiness and to prepare for likely contingencies. Training for the regiments should stress proficiency as the nucleus of a MAGTF ground combat element (GCE), whether amphibious- or air contingency-oriented, if possible, toward the contingencies to which the regiment is most likely to respond.

3. Unit training is progressive. Fire teams, armored vehicle crews, squads, sections, and platoons must be trained in tactics and crew gunnery before companies and battalions can attain a high state of readiness. Because of the high operational tempo, however, small unit training must often be conducted concurrently with larger exercises. Source documents for the training and evaluation of infantry Marines include:

a. MCO 1510.35 (Individual Training Standards (ITS) System for the Infantry (Enlisted) Occupational Field (OCCFLD))

b. The Battle Drill Guide

1. Book One: Basic Warrior Training

2. Book Two: Infantry Specific-Training

c. MCIO P1500.45 (Marine Battle Skills/Essential Subjects

4. Contingency and operational requirements and directed exercises have priority over all other types of training.

4001. COMBINED-ARMS TRAINING. Combined-arms warfare is our stock-in-trade. We must practice it by working together within

the Division, with other III MEF units, and also with members of other services, including foreign military personnel.

1. Amphibious Assault Vehicle (AAV) Amphibious Training. Combat Support Group will request, via this Headquarters (G-3), and use as many ship days per year as possible for AAV water operations from Amphibious Group One. Those exercises develop the proficiency of AAV crews in embarking and disembarking from amphibious ships. Whenever possible, that training will be scheduled for an AAV platoon just prior to its assuming a contingency mission afloat. All infantry battalions should schedule training pertaining to AAV safety and should conduct survival swimming with Combat Support Group at least once during their UDP rotation. All units deployed from 3d Marine Division will take the utmost advantage of opportunities for both day and night landing operations with AAVs.

2. Fire Support Coordination (FSC) Training. The FSC skills required of a MAGTF during combat operations demand continuous, special training. Units with FSC agencies must regularly conduct FSC training with as many other agencies and supporting arms as possible. If directed exercises and other major training events do not provide sufficient opportunity to conduct FSC training, FSC exercises (CPX or live-fire) will be scheduled to prevent the degradation of those skills.

3. Air-Ground Training. Air-Ground coordination is vital to being able to operate as a MAGTF. Fully integrated air-ground exercises will, therefore, be conducted regularly, and will include the following exercises.

a. Close Air Support Exercise (CASEX). Tactical Air Control Party (TACP), Fire Support Coordination Center (FSCC), and Fire Direction Center (FDC) personnel at a minimum are involved. CASEX's may be held either on Okinawa or at other locations. Local exercises can be conducted at either Irisuna-Jima located at W-174 warning area or Ie-Shima located at W-178. Only inert ordnance can be used on these target ranges. W-174 and W-178 are Pacific Air Force targets and are scheduled by 1st Marine Aircraft Wing in coordination with the 18th Tactical Fighter Wing, Kadena Air Base, Okinawa. CASEX's provide an opportunity for the TACP to practice and perfect its primary mission of directing CAS. A CASEX requires a great deal of planning and coordination. Dedicated fixed wing and helicopter assets must be made available for both CAS and insertion/extraction of the TACP and equipment.

b. Close Air Support/Familiarization Exercise (CASEX/FAMEX). CASEX/FAMEX's are normally held in Okinawa. They simulate the requisite sophistication of the airspace coordination plan in the Amphibious Operations Area (AOA) by adding Navy participation by COMPHIBFORSEVENTHFLT (CTF 76) and COMBATTLEFORSEVENTHFLT (CTF 77) units. Exercise objectives include the exercise of a

communications plan and command and control procedures appropriate for an amphibious operation supported by a Carrier Task Group. A second objective is to exercise the passage of control of supporting arms ashore. A CASEX/FAMEX provides a w diversity of training, to include elements of the Marine Air Command and Control System, the Tactical Air Control Center, USN/USMC air assets, Stinger Platoons, etc.

c. Tactical Air Control Party (TACP) School. The course consists of classroom and field instruction for enlisted TACP members and trains them to assist the air officer or forward air controller (FAC) in all matters relating to the control of aircraft in support of the GCE. Divo P3125.1 (SOP for Division Air) applies. Chapter 3 of the SOP contains the unit TACP training requirements.

4. Mechanized/Anti-Mechanized Training. Infantry, armored (when available), and light armored units, along with the 3d Combat Engineer Battalion, must work together regularly and conduct mechanized/anti-mechanized training and breaching operations. In the interest of safety, infantry and combat engineer commanders must familiarize their Marines with the hazards of operating with or near tracked vehicles before conducting these types of operations.

5. Reconnaissance/Security Training. Regiments must train with the light armored infantry (LAI) companies and reconnaissance companies to develop and maintain their capabilities in obtaining and processing local intelligence information and conducting security operations.

6. Command Post Exercises (CPX). In order to practice command, control, and communications skills, the Division staff will conduct regular CPXs. Regiments and battalions will also conduct periodic CPXs. Subordinate units must coordinate with other Division units for support and assistance in developing and maintaining combined arms skills.

7. ACF Training. Units assigned to the ACF will conduct such airlift-peculiar training, to include alerts, as required to maintain the capability to task organize and deploy rapidly via AMC airlift. Those exercises will include emphasis upon proper load planning and preparation.

4002. NIGHT TRAINING. At least one third of all training will be conducted during the hours of darkness and will include offensive and defensive combat, night movement, navigation, recognition procedures and fire control. Armored and light-armored vehicle movement at night is usually restricted for safety reasons. However, armored and light-armored units will train for night combat with classes on tactics and techniques, night driving courses, and night maneuver tactical exercises

without troops (TEWT) (using fewer vehicles or substitute vehicles). Most amphibious assaults will occur during the hours of darkness. Therefore, night AAV water exercises should be planned for each amphibious exercise.

4003. SPECIAL OPERATIONS TRAINING. The Division maintains the Ground Combat Element (GCE) of the MEU's Special Operations Capable (SOC) force at all times. The Command Element (CE), is provided by the III MEF Special Operations Training Group (SOTG). The Concept of Operations for III MEF Special Operations, published by III MEF on 20 January 1989, established the MAGTF, the Special Operations Training Group (SOTG) and the relationship between the SOTG and 3d Marine Division. In essence, the SOTG plans and facilitates the SOC training program. Because of the potential for conflict between directed exercises and the SOC training program, liaison between the CE and the G-3 TEEPO must be continuous to ensure accomplishment of both Division and SOC training objectives. The standardized MEU (SOC) Training Handbook is the source document for SOC training.

TRAINING SOP

CHAPTER 5

COMBAT SUPPORT UNIT TRAINING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	5000	
ARTILLERY UNIT TRAINING.....	5001	
RECONNAISSANCE UNIT TRAINING.....	5002	5-3
ENGINEER UNIT TRAINING.....	5003	5-3
COMMUNICATIONS UNIT TRAINING.....	5004	

TRAINING SOP

CHAPTER 5

COMBAT SUPPORT UNIT TRAINING

5000. GENERAL. Combat support units will conduct training to maintain their ability to support the Division. They will give priority to training which supports infantry regiments and battalions configured as combined-arms teams.

5001. ARTILLERY UNIT TRAINING. The 12th Marines will conduct training as necessary to ensure that all artillery units are capable of performing the missions of the field artillery as established in FMFM 7-4. That training will emphasize the technical and tactical aspects of artillery support to the MAGTF. Local and distant field Firing Exercises (FIREX) should be conducted regularly. Local firing will be conducted as often as ammunition, facilities, political-military, and environmental restrictions will allow. Deployments will supplement local firing as much as possible. The goals for deployed training are at least one exercise per UDP battery, one per year for each battalion, and one deployment for the regimental headquarters each year.

5002. RECONNAISSANCE UNIT TRAINING. Reconnaissance companies will conduct training to provide the Division with a continuous ground and amphibious reconnaissance capability. This training will include all types of reconnaissance operations and will emphasize small unit patrolling. Reconnaissance companies should conduct periodic exercises with infantry regiments to maintain proficiency in employing reconnaissance elements. Combat rubber raiding craft (CRRC) operations will comply with the provision of the Standardized MEU (SOC) Training Handbook.

1. Reconnaissance Exercise (RECONEX). A RECONEX will be scheduled each quarter, if possible. A surface combatant will be requested for a period of three to four days in the Okinawa area to develop proficiency in the launch and recovery of CRRC and reconnaissance teams. RECONEXs also permit training of the ship in vectoring CRRC from release points to landing points and back to rendezvous points.

2. Submarine Exercise (SUBEX). A SUBEX will be scheduled each quarter, if possible. A submarine will be requested for at least seven days of training in the tactical deployment and recovery of reconnaissance teams.

5003. ENGINEER UNIT TRAINING. 3d Combat Engineer Battalion training will emphasize close combat engineer support, to include bridging, barrier planning, obstacle breaching, engineer

reconnaissance, utility operations, and other specialized engineer support. The Battalion will work closely with other units in the Division to ensure full application of mobility and countermobility capabilities.

5004. COMMUNICATIONS UNIT TRAINING

1. The operating environment of the GCE is rapidly changing with improved, highly sophisticated weapons systems, over the horizon (OTH) amphibious operations, expanded and fluid battlefields, and the associated rapidity of mobility required to be successful on the modern battlefield. Commanders may be faced with less time to plan and act, and with an expanded area over which to travel and from which to obtain and receive the timely, reliable information essential to direct rapid maneuver and integrated fire support. An integrated command, control, communications, and computers (C4) network which extends throughout the GCE and MAGTF is critical. Commanders cannot operate their local C4 system without concern for the integrated/distributed C4 network necessary to coordinate automated weapons systems, maneuver, and combat service support (CSS). Therefore, the training of communications and automated data processing (ADP) personnel in order to form a Division-wide team is of primary concern and is a vital factor in our success in combat.

2. Communications Company Training. The primary mission and first priority of the Communications Company, Headquarters Battalion is to provide the Commanding General an efficient, reliable, integrated, Division C4 system. This requires an extensive and continuous training program which emphasizes knowledge and expertise in both the Marine Corps and joint-service tactical and Defense Communications System (DCS) C4 systems. In addition to individual training, multichannel and high frequency radio voice and data Communication Exercises (COMMEs) will be conducted, and drill circuits will be established. Communications Company will also regularly enter the Defense Communications System via the FMF Mobile Command net. Details are provided in DivO P2000.10 (Standing Operating Procedures for Communications and Electronics).

TRAINING SOP

CHAPTER 6

FUNCTIONAL TRAINING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	6000	
WARRIOR TRAINING.....	6001	
INTELLIGENCE TRAINING.....	6002	
COMMUNICATIONS TRAINING.....	6003	
MOTOR TRANSPORT TRAINING.....	6004	6-5
ENGINEER TRAINING.....	6005	6-5
ORDNANCE TRAINING.....	6006	6-6
ADMINISTRATIVE TRAINING.....	6007	6-7
SUPPLY TRAINING.....	6008	
EMBARKATION TRAINING.....	6009	
MAINTENANCE/MAINTENANCE MANAGEMENT TRAINING	6010	
MEDICAL TRAINING.....	6011	6-10
FOOD SERVICE TRAINING.....	6012	6-11
FISCAL TRAINING.....	6013	
ELECTRONIC WARFARE TRAINING.....	6014	
AIR DEFENSE TRAINING.....	6015	
NBC DEFENSE TRAINING.....	6016	6-13
SAFETY TRAINING.....	6017	6-14
AMMUNITION TRAINING.....	6018	6-14
LAW OF WAR TRAINING.....	6019	6-14
PREVENTION OF COLD WEATHER CASUALTIES.....	6020	6-15
NAVAL GUNFIRE SUPPORT/SHORE FIRE CONTROL PARTY TRAINING.....	6021	
SPECIAL TRAINING.....	6022	

TRAINING SOP

CHAPTER 6

FUNCTIONAL TRAINING

6000. GENERAL

1. All units must conduct some training which is not directly related to their missions, but is, nonetheless, critical to mission accomplishment. To varying degrees all unit training programs must reflect the training requirements described below.

2. Appendix H contains a partial list of functional and individual training requirements organized according to the area of staff cognizance. That list is not complete; it elucidates and supplements the information contained in this chapter. It is provided as just one source of training requirements. We invite commanders and staff section personnel to offer recommendations for additional training requirements and additions to that list.

6001. WARRIOR TRAINING. Every Marine is a warrior. More importantly every Marine is a member of a unit that has some requirement for infantry skills. Commanders will ensure individual Marines of all ranks possess basic infantry skills and that the infantry unit proficiency requirement peculiar to the unit mission is developed and maintained. The Battle Skills Guide provides guidance for this training.

6002. INTELLIGENCE TRAINING. Commanding officers are responsible for the intelligence training of all Marines. The objective is to train all units and Marines of the Division to collect and report information on terrain, weather, and enemy forces.

1. Accordingly, intelligence training includes the following categories:

a. Basic intelligence training given to all units and personnel in intelligence, enemy order of battle, observation and reporting, and so on.

b. Training of personnel in units whose mission is reconnaissance and surveillance, i.e., reconnaissance companies, LAI companies, and infantry battalion Surveillance and Target Acquisition (STA) platoons.

c. Training of unit intelligence section personnel.

2. FMFM 3-21, (MAGTF Intelligence Operations), Chapter 19, discusses intelligence training and lists specific subject areas required for the above categories.

6003. COMMUNICATIONS TRAINING. Experience has shown that, in a combat situation, any individual may be required to use the various communications systems installed and operated by or in support of a unit. In particular, some of the newer systems that offer digital data can be used in garrison, as well as in combat. Local Area Networks (LAN), STU-III telephones, secure facsimile, and high speed modems are just a few of the systems that now serve both in garrison and on the battlefield.

1. Commanders will conduct MOS training in accordance with the criteria established in MCO P1200.7, as detailed in the Division Comm SOP (DivO P2000.10). Non-communicators, as users of the communication system, must be familiar with the operation and procedures. The Division Comm SOP details this responsibility. Units required to enter the DCS via the FMF Mobile Command net will conduct appropriate training.
2. Commanders will ensure that all personnel receive instruction in basic communication techniques and that officers and key supervisory personnel are familiar with unit communication systems; that they are capable of using correct radio/telephone procedures; that they understand techniques/procedures used in an Electronic Warfare environment; and that they are capable of properly drafting a message including the assignment of classification and precedence.
3. All officers and supervisory personnel must be familiar with and correctly apply the communications principles set forth in the DivO P2000.10 (Comm SOP) and DivO P2110.1 (Message Processing and Handling SOP).
4. Fire support communications training will be conducted with emphasis on use of high frequency radios on Tactical Air Request and Naval Gunfire Ground Spot nets.
5. Training will be conducted on proper authentication and numerical encryption procedures. All message drafters will be familiar with authentication/numerical codes used within 3d Marine Division.
6. Proper preventive maintenance must be performed on all communications equipment, both to enhance operational performance and to reduce corrective maintenance. All personnel must be trained to take proper care of equipment at all times.
7. All personnel must be aware of the radio electronic threat and must be proficient in command, control, and communications protective measures. Such training will be incorporated into CPXs and all communications training evolutions.
8. Due to the continuing Nuclear, Biological, and Chemical (NBC) threat, all communications personnel will spend a minimum of

three hours a quarter performing MOS related functions; e.g., radio drill circuits and wire installation in mission-oriented protective posture (MOPP) level II, or higher, NBC Defense equipment.

9. Communication Exercise (COMMEX). All units are encouraged to conduct a COMMEX prior to any CPX. Emphasis will be placed on the link concept, HF Near Verticle Incident Skywave (NVIS), VHF Retrans, Electronic Counter-Counter Measures, processing all types of encrypted traffic, long distance radio circuits, radio techniques, use of voice security devices, authentication/beadwindow procedures, and the installation and operation of the Tactical Automatic Switching System (TASS) and of the TRI-TAC equipment.

10. When embarked in U.S. Navy ships, commanders should attempt to augment ships' companies with Marine communicators.

6004. MOTOR TRANSPORT TRAINING. Motor transport technical training is not confined to personnel filling motor transport billets or possessing the 35XX MOSSs. Training will be provided to all incidental drivers who operate government vehicles. Commanders will conduct motor transport training to ensure that the following goals are met. DivO P11240.16 (Standing Operating Procedures for Motor Transport) applies.

1. All personnel who operate government vehicles will be provided with weekly instruction by qualified 3500 occupational field (OCCFLD) personnel, to include training in preventative maintenance procedures. Motor stables are the most effective means of accomplishing properly supervised driver maintenance and are also the best times to conduct driver training periods. DivO P11240.16, Appendix D applies. The Responsible Officer (RO) will ensure that a sound and effective maintenance program is conducted.

2. All Marines should have an appreciation and understanding of the importance that motor transport plays in the everyday mission of the unit. Toward that end, units should conduct tactical motor marches as part of unit training whenever practical.

3. Officers and SNCOs will receive indoctrination to ensure they can effectively supervise the operation of vehicles in their charge.

6005. ENGINEER TRAINING. All Division units are required to train Marines in those skills outlined in paragraph 7-12 of FMFM 4-4, including the operational procedures for the Mobile Electric Power (MEP) units and the Decontamination Apparatus.

1. In order to maintain a high state of engineer equipment

readiness and MOS proficiency, all engineer officers and SNCOs must ensure that training in all collateral MOS areas is effective. Since most of the Division's engineer equipment is serviced by the 3d Combat Engineer Battalion, but held by other units, training often requires coordination between the equipment owners and the engineers. Engineer equipment-specific training (e.g. MEP Operator's Course) can be obtained by coordinating with 3d Combat Engineer Battalion, via the Division.

2. Topics for engineer MOS proficiency training include, but are not limited to:

- a. Maintenance administration
- b. Marine Integrated Maintenance Management System (MIMMS) readiness reporting.
- c. Publications control
- d. Operators' preventative maintenance
- e. Corrective maintenance procedures
- f. Quality control procedures
- g. Equipment records maintenance
- h. Calibration control and record keeping procedures
- i. Licensing and dispatching procedures
- j. Toolbox/tool inventory control procedures

6006. ORDNANCE TRAINING. In order to maintain MOS proficiency, quarterly training for ordnance personnel, individual Marines, and crew served-weapons operators will be conducted on the following topics:

1. Infantry Weapons Repairer (MOS 2111):
 - a. Specific immediate action procedures for all assigned organizational weapons.
 - b. Trouble-shooting techniques as prescribed by each organizational weapons technical manual.
 - c. Maintenance management training.
 - d. Quarterly inspection of all organizational weapons as prescribed in the appropriate weapons technical manual under quarterly Preventive Maintenance Checks and Services (PMCS).

2. Individual Marines and crew served weapons operators:
 - a. Immediate action procedures for all weapons.
 - b. Misfire-clearing procedures for all weapons.
 - c. Maintenance (using supply system responsibility items as identified in the appropriate operators manual and/or SL-3), inventory procedures, proper use, and identification of all associated weapons, optical instruments, and collateral material.
 - d. Use of lubricants, cleaners, and preservatives as prescribed in the appropriate weapons' operator manual.
 - e. Field stripping, inspection, and identification of potential or probable weapons' malfunctions (trouble shooting).
 - f. Weapons' capabilities, tactical employment, and limitations.
 - g. Identification, precautions, and tactical applications of ammunition (Class V) items.

6007. ADMINISTRATIVE TRAINING

1. Commanders will ensure that training for administrative personnel is conducted to maintain MOS proficiency. This program should be continuous and consist of a combination of on-the-job-training (OJT) and formal classes covering, but not limited to, the following functional areas:
 - a. General administration
 - b. Personnel administration
 - c. Maintenance management services
2. The Administrative Assistance Team (AA Team) gives classes periodically, as required, or upon request. The AA Team is available to provide assistance to commanders on the development of effective administrative training programs.

6008. SUPPLY TRAINING. To ensure the correct and timely requisition and issue of supply items, subsequent accountability, and the proper handling and care of both government and personal property, commanders will conduct supply training for all hands to accomplish the following objectives:

1. Responsible officers should attain a high level of knowledge of:

- a. The relationship between individual consolidated memorandum receipts (CMR's) and unit's Mechanized Allowance List (MAL).
 - b. Proper inventory procedures and maintenance of individual CMR's.
 - c. Conditions requiring JAG Manual investigations and proper procedures for initiating them.
 - d. Requirements for reporting incidents of missing, lost, stolen, or damaged government property.
 - e. Processing an individual Marine's report of missing equipment.
 - f. Procedures for temporary loans of organic property
 - g. Procedures for handling personal effects of all categories of absent Marines and sailors (e.g., sick, TAD, deserters).
 - h. Requirements for component inventories and submission of deficiency requisitions.
 - i. Requisition reconciliation procedures, to include the use of responsible unit demands list (UDL).
 - j. Proper procedures for the repair/disposal of unserviceable government property.
 - k. Procedures for developing operating budgets.
2. Supply personnel should attain a high level of knowledge and/or expertise in:
- a. The maintenance and utilization of unit MALs.
 - b. The maintenance and utilization of Reporting Unit Allowance Files (RUAFs) and CMRs.
 - c. The preparation and submission of all categories of requisitions (e.g., SASSY, MIMMS, self-service, packaged operational ration, publications, and open purchase).
 - d. The processing of SASSY exception reports.
 - e. The use of the appendix of the FMF SASSY Accounting Manual to ascertain the meaning of various codes and the correct formats for the various transactions.
 - f. The care and handling of supplies and equipment in storage (e.g., T/E allowance items, personal effects, and

packaged operational rations.

g. Cash sale procedures and the proper methods for handling public funds.

h. Requirements for and submission of Missing/Lost/Stolen/Recovered (M-L-S-R) Government Property Reports.

i. Requirements for and procedures relative to the execution of JAG Manual investigations concerning property.

j. Base property accounting procedures

2. All personnel shall receive continual training on the proper care, maintenance, and safeguarding of government property.

6009. EMBARKATION TRAINING. Embarkation training is necessary for all units, but especially for those units scheduled to deploy or assigned to rapid response contingencies. Commanders will conduct unit and individual embarkation training for all personnel to cover the following material:

1. Required embarkation markings and their proper emplacement
2. Waterproofing materials and techniques
3. Proper banding procedures for warehouse pallets.
4. Preparation of vehicles, supplies, and equipment for embarkation aboard ship or aircraft, with special emphasis on building 463L pallets.
5. Required Standard Embarkation Management System (SEMS) training.
6. Missions and characteristics of amphibious ships, landing craft and cargo carrying aircraft (e.g., C-130, C-141, C-5).
7. Methods of loading/unloading ships and aircraft
8. Methods of restraining cargo in/on the beds of cargo-carrying trucks; e.g., 1/2" rope, chains/binds, and blocking/bracing.

6010. MAINTENANCE/MAINTENANCE MANAGEMENT TRAINING

1. Commanders will ensure that appropriate training is scheduled and conducted for operators, technicians, maintenance supervisors, and maintenance management personnel. Lesson plans will incorporate the objectives outlined in the Marine Corps Individual Training Standards (ITSS). This will ensure that all Marines meet the performance standards of their rank and MOS.

2. Maintenance and maintenance management training may be accomplished by formal schools, OJT, or classroom instruction at the unit level.

a. Maintenance training will be conducted for maintenance management personnel, commodity managers, and selected supply and logistics personnel.

b. MIMMS (AIS) training will be conducted periodically by the MMO and commodity managers for all maintenance management personnel. In addition to that training, units will develop a continuous program for the training of all Marines and sailors who are directly or indirectly involved in MIMMS reporting, equipment maintenance status reports, and other, related automated logistical management reports.

c. MOS training will be conducted under the supervision of the unit MMO or appropriate commodity manager. Each commodity manager is responsible for developing maintenance management programs for their commodity area, to include the development of performance objectives. Effective maintenance management training programs include, but are not limited to the following:

(1) Mechanics and technicians will be given the level and degree of instruction which will enable them to perform the maintenance duties commensurate with their ranks and MOSSs.

(2) Unskilled mechanics and technicians will be placed on a schedule of supervised, directed training which will qualify them for the assignment of a primary MOS in accordance with MCO P1000.6 (MOS Manual).

(3) Maintenance supervisory training will be provided to all personnel who are in supervisory positions. That training will be commensurate to their rank, MOS, and billet. It must provide them the expertise required to effectively and economically operate the unit's maintenance program.

6011. MEDICAL TRAINING. The goal of medical training is to support readiness and enhance the ability of medical personnel, as well as the individual Marine, to preserve health and enhance physical fitness.

1. Training for Medical Personnel

a. Commanding officers are responsible for ensuring that effective training programs are conducted for their medical personnel.

b. Medical training will encompass the spectrum of required General Military Training (GMT), unit specific military training, and programs for physical fitness as well as specific medical

training.

c. Medical training will be conducted in accordance with Chapter 3 of DivO P6000.5 Standing Operating Procedures for Medical (Medical SOP), which addresses the requirements and specifics of the medical training required.

d. Medical training will be supervised, supported, and evaluated by the Division Surgeon, who will coordinate the sharing of Division assets, and will also coordinate obtaining assets from agencies external to the Division.

2. Training for Marine Corps Personnel

a. Commanding officers are responsible for establishing and conducting effective medical training programs for Marine Corps and Navy personnel.

b. The Battle Drill Guide provides the medical essential subjects to be included in the unit training program.

c. Training will be conducted by the unit's organic medical personnel, augmented as required by Division medical personnel. It will encompass the specific medical training which is required, as well as additional training specified because of exercises, changing patterns of diseases, or contingency operation requirements.

d. Training for medical personnel will be conducted in accordance with the Medical SOP. It will extend from individual skills training to training for the integration of the unit's medical procedures into those of the higher units in operations of up to MEF level and for mass casualty events.

6012. FOOD SERVICE TRAINING

1. All Division food service personnel will receive a minimum of four hours of food service training per month. The training curriculum should include, but is not limited to, the following:

a. Food service administration procedures under field and garrison conditions.

b. Subsistence requisitioning, forecasting, and accountability procedures.

c. Field/garrison equipment, sanitation, and preventive maintenance procedures.

d. Financial accounting, projection, and reporting procedures.

e. Microbiology, food-borne illness, and pest control prevention procedures.

f. Storeroom accountability, to include the receipt, issuing, and proper storage of subsistence items.

g. Personal hygiene and sanitation procedures

h. Field food service preparation and service equipment utilization and repair procedures.

i. Subsistence operational analysis reporting/documentation procedures.

2. Commanders will ensure that all food service personnel receive the above training and that it is documented. Training lesson plans are available upon request from the Division Food Service Office.

a. Commanders will ensure that an effective and continuing food service patron education class is conducted for non-food service personnel who are supported by a messhall. DivO P10110.8 (Food Services SOP) pertains.

b. Food service patron education handouts are available upon request from the Division Food Service Officer to be used as a guide to implement subject program.

c. Food handlers' training will be provided by the Consolidated Preventive Medicine Service, Naval Hospital Okinawa in accordance with the Medical SOP.

3. Each Division-operated garrison messhall will ensure that food service personnel receive at least two hours of training each month in the use of field service equipment and procedures. Mess managers will ensure that all safety precautions addressed in paragraph 3002 of Division Order P10110.8 are adhered to.

6013. FISCAL TRAINING. Financial management is inherent in command, and as such, commanders must ensure the personnel who are tasked with the day-to-day execution and expenditure of financial resources are trained to properly carry-out their duties. Training for these Marines must take place on two levels and achieve the objectives listed below, as set forth in FMFPacO P7000.1 (SOP For Financial Management).

1. Training of Comptroller Personnel (MOS 3400). MOS trained Marines must receive continual training in order to keep abreast of current Marine Corps accounting systems and all aspects of financial management associated with these systems. Personnel must remain knowledgeable in all procedures necessary to interact with the Consolidated Financial Accounting Office (CFAO), SASSY

Management Unit (SMU), Direct Support Stock Control (DSSC), and Purchasing and Contracting (P&C). Also, they must be able to maintain operational control over all Fund Administrators (FA) under their cognizance. This training needs to encompass all echelons of budget formulation and execution.

2. Training of Fund Administrator Personnel (Non 3400). Non-MOS trained Marines at the fund administrator level must receive training to enable them to properly support the functions of the Comptroller's office. Specific training areas include accounting journal reconciliations, discrepancy reporting, undelivered order validations, source document maintenance, FA budget formulation and tracking, exercise execution procedures, DSSC credit card accountability, and Temporary Additional Duty accounting.

6014. ELECTRONIC WARFARE (EW) TRAINING. The goal of Division EW training is to familiarize commanding officers, staff officers, equipment operators, and other users of systems employing electromagnetic radiation with the EW threat, and to maintain the capability to continue functioning in an EW environment. This EW training must address how to exploit enemy electromagnetic emissions, how to selectively degrade, deny or destroy the enemy's essential communications; warning and weapons control information systems; and how to minimize enemy exploitation or degradation of friendly electromagnetic systems. Training in electronic warfare must be emphasized during all phases of unit training. MCO 3430.2 (Electronic Warfare Policy) applies.

6015. AIR DEFENSE TRAINING. Units will conduct both passive and active air defense training during FEXs and CPXs. As one means of passive air defense, commanders at all levels will emphasize proper use of terrain and proper camouflage procedures when establishing field positions. Low Altitude Air Defense (LAAD) Battalion personnel and units must be incorporated into training exercises to practice integrating Stinger missile operations with other anti-air warfare efforts.

6016. NUCLEAR BIOLOGICAL AND CHEMICAL DEFENSE (NBCD) TRAINING

1. MCO 3400.3 (Nuclear, Biological and Chemical (NBC) Defense Readiness and Training Requirements) applies. NBC Defense Training is key to individual survival and mission accomplishment on the battlefield when an NBC threat exists. In untrained units, as they experience the stress of combat, a lack of training and knowledge would lead to a failure to accomplish the mission. Laboratories can develop new and improved equipment, and service schools can formulate new and improved doctrine, procedures, and tactics to counter changing enemy capabilities. Those efforts would be fruitless, though, if the using individuals and units did not practice, train with, and become

proficient with those new equipment, procedures, and tactics.

2. In accordance with FMFPacO 3401.13 (NBC Defense), all commanders will integrate NBC defense training into all mission-oriented training. Innovative training can be planned and conducted using the guidance contained in the FM 3 series NBC publications. Additionally, units can request support for their NBC defense training from the Division NBCD Section.

3. In order to ensure NBCD readiness in the Division, regularly scheduled NBCD technical readiness evaluations (TRE) and short and no-notice operational readiness evaluations (ORE) will be conducted. Commanders will ensure that each NBCD Section and all members of the unit have received the training necessary to prepare them to participate in NBCD exercises these exercises.

6017. SAFETY TRAINING. Safety training, including training for managers, supervisors, technicians, and equipment operators, will be conducted in accordance with chapter 3, of DivO P5100.11 (SOP For Ground Safety) and MCO 5100.8 (Marine Corps Ground Occupational Safety and Health (OSH) Program). Safety training includes, but is not limited to:

1. Eight hours of initial training for safety managers and six hours annually thereafter;
2. Eight hours annually for safety supervisors;
3. Training as appropriate to the job for equipment operators, as well as training regarding Occupational Safety and Health Administration (OSHA) regulations.

6018. AMMUNITION HANDLING TRAINING. Ammunition training must include a thorough indoctrination in the control and accountability of Class V (W) material. FMFPacO P8000.2 (Standing Operating Procedures for Ground Ordnance) and DivO P8000.5 (Standing Operating Procedures for Ammunition Class V (W)) establish the policy for training pertaining to ammunition handling and accounting procedures. Commanders will ensure compliance.

6019. LAW OF WAR TRAINING. MCO 3300.3 (Law of War Training) requires all commanders to include appropriate Law of War training in unit training programs, including incorporating law of war training scenarios into exercises. DivO 5800.23 (Standing Operating Procedures for Legal Matters) also applies.

1. In accordance with MCO 3300.3, all Division units will identify Law of War training objectives, establish necessary review procedures, and incorporate them into unit training directives.

2. In order that Law of War training be reinforced and fully associated with possible future combat operations, all major exercises conducted by Division units will include appropriate Law of War play. Coordination will be effected among G-3/S-3 and G-2/S-2 personnel and the office of the Staff Judge Advocate (SJA) in formulating suitable Law of War problem play.

3. During the preparation for all deployments, exercises, and operations, the unit commander will coordinate with the Staff Judge Advocate to arrange for the appropriate briefings to be conducted regarding the law of war, rules of engagement (ROE), Status of Forces Agreements (SOFA), and the laws or customs peculiar to the nation where the exercise will occur.

4. It is important that all Marines' legal affairs be in order prior to deployments. Every commander will ensure that their Marines receive appropriate preventive law briefings regarding legal assistance topics before each deployment. Commanders will coordinate with the SJA to arrange for those briefings. Additionally, each commander will screen his or her Marines to determine which have requirements for wills or powers of attorney and whether they have obtained them. Commanders will coordinate legal assistance support through the SJA.

6020. PREVENTION OF COLD WEATHER CASUALTIES TRAINING. MCO 3470.1 (Prevention of Cold Weather Casualties) mandates this training for all hands prior to exercises in or deployments to cold climates or environments.

6021. NAVAL GUNFIRE SUPPORT/SHORE FIRE CONTROL PARTY TRAINING. Although the Air/Naval Gunfire Platoon belongs by Table of Organization (T/O) to Headquarters Battalion, the training thereof, because of its nature, can be best accomplished in the artillery regiment. The Commanding Officer, 12th Marine Regiment, therefore, will be responsible for conducting naval gunfire and shore fire control party training in the Division. DivO 1500.19 (Naval Gunfire Support/Shore Fire Control Party Training) applies.

6022. SPECIAL TRAINING. Certain kinds of special training must be conducted regularly in order to maintain certain required minimum levels of skills. In all cases, priority of training will be given to those exercises and training procedures necessary to meet the most likely contingency.

1. Noncombatant Evacuation Operation (NEO). NEO is the evacuation, under emergency conditions, of noncombatants from an objective area. Division units will train in NEO operations using both air and amphibious techniques. Training will be guided by NEO requirements set forth in contingency plans.

2. Military Operations in Urban Terrain (MOUT). Special training in built-up areas is required for units to become proficient in urban operations. Commanders will conduct training in urban operations exercising current tactics, equipment, and doctrine as set forth in FM 31-50 (MOUT).

3. Special Operations Capable (SOC)

a. Units assigned to contingencies such as the ACF will conduct SOC training as required to perform the mission requirements.

b. Units which are tasked in specific contingency plans or operational plans to conduct SOC tasks if those plans were implemented will train to the applicable SOC standards. Commanders will assign SOC training the priority commensurate with the likelihood of the implementation of the contingency or operational plan and/or the guidance provided by the Commanding General.

4. Special Skills/Adventure Training. This training is physically and mentally demanding and is conducted for one or more of the following purposes:

- a. Improve troop morale
- b. Instill confidence and pride
- c. Enhance special skills
- d. Provide physical training

(1) Examples. Examples of this type of training include:

(a) Rappelling and fast-roping from cliff platforms or static towers.

Mountaineering

Orienteering

(2) Priority. While special skills training can be productive, it is not for all individuals or all units. The danger and expense, especially in terms of what must be left undone in order to find the time, should only be accepted in situations where the contribution to Division and unit training objectives is clear and measurable.

5. Helicopter Rope Suspension Training (HRST). FMFPacO P3501.2 (Standing Operating Procedures for Helicopter Rope Suspension Training) provides definitions and direction regarding HRST, and it also establishes procedures for the safe conduct of that

training. All HRST conducted or supervised by 3d Marine Division units and Marines will be accomplished in accordance with that directive.

a. FMFPacO P3501.2 defines HRST activities as rappelling and fastroping conducted from helicopters, "Jacobs Ladder" insertions by helicopter, and special patrol insertion and extraction (SPIE) operations. The order stipulates that only operational units which have operational requirements to conduct HRST may do so. For the 3d Marine Division, units which will be considered as having operational requirements to conduct HRST are:

(1) Designated SOC units, units assigned to specific operational contingencies which would require conducting HRST operations, reconnaissance units.

(2) Infantry battalions which are not specifically assigned a contingency mission will not be considered as having operational requirements to conduct HRST and may not routinely conduct HRST operations.

(3) MCO 1510.35 (ITS For OCCFLD 03 Enlisted), however, established fastroping as one of the tasks required of a basic infantryman (0300). Unit commanders, therefore, must conduct fastroping training for their Marines. Commanders may conduct fastroping training from cliff platforms, such as at the Northern Training Area, or static tower platforms. Additionally, infantry commanders may request authorization to conduct rappelling and fastroping operations from helicopters. Those requests will be submitted to the Commanding General (ATTN: G-3T) at least thirty days (in order to allow time for processing through the chain of command in time to request the aircraft) before the proposed training would occur. The requests will normally be approved if the Commanding General believes the unit commander has established appropriate training objectives, lesson plans, safety standards, and supervisory standards. Infantry units will not be granted authorization to conduct SPIE or Jacobs ladder training.

b. HRST will not be conducted as adventure training or to reward individuals or units for good performance.

TRAINING SOP

CHAPTER

INDIVIDUAL TRAINING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	7000	7-3
TYPES OF INDIVIDUAL TRAINING.....	7001	7-3
PERFORMANCE OBJECTIVES AND EVALUATIONS.....	7002	7-9
SUBSTANCE ABUSE EDUCATION.....	7003	7-9
CODE OF CONDUCT TRAINING.....	7004	7-9
FAMILY PLANNING TRAINING.....	7005	7-9
SUICIDE PREVENTION TRAINING.....	7006	7-9
DIVISION ORIENTATION.....	7007	7-9

TRAINING SOP

CHAPTER

INDIVIDUAL TRAINING

7000. GENERAL

1. Individual training is the most basic level of training. It includes both "functional training" and "related training." Individual training is every bit as important as collective training, for collective training cannot be completely effective unless each individual can perform his or her job adequately. (Training which is unique to Navy personnel is addressed in DivO 6000.5 and is to be coordinated by the Division's Navy administrative officer.) Each commander is responsible to ensure that each individual in his unit receives the appropriate amount of individual training.

2. Appendix H contains a partial list of individual and functional training requirements organized according to the area of staff cognizance. That list is not complete; it elucidates and supplements the information contained in this chapter. It is provided as just one source of training requirements. We invite commanders and staff section personnel to offer recommendations for additional training requirements and additions to that list.

7001. TYPES OF INDIVIDUAL TRAINING

1. Individual Training Standards System (ITSS). The ITSS has been established to develop and publish performance-oriented training standards for the functional training of Marines. The ITSS standards will eventually establish the tasks, conditions, standards, and performance steps for which Marines in every enlisted grade and MOS must be proficient in order to function effectively in his or her billet MOS, and Individual Training Standards (ITS) have already been published for a variety of occupational fields and ranks. They will be the source document for individual functional training in the 3d Marine Division. In order to train Marines in those MOSs for which ITS standards have not been published, commanders will ensure that individual training focuses on those tasks that a Marine must be able to perform (within MOS/grade) in order for the unit to successfully execute Mission Performance Standards (MPS).

2. Leadership Training

a. Leadership training must not be confused with PME, which will be addressed hereafter. Leadership training is conducted to assist leaders in becoming more effective in their leadership responsibilities. Leadership training, therefore, consists of a very broad base of topics which range from mission-oriented, MOS-

related, functional training issues to such things as sexual harassment and inter-personal relations. Commanders will select topics based upon the current needs of the unit. Officer, SNCO, CO "schools" are excellent forums for leadership training.

b. MCO 5390.2 (Marine Corps Leadership Training) establishes the policy for leadership training and outlines the objectives and training goals of Marine Corps leadership training. Commanders will establish leadership training programs and will ensure that all Marines participate in leadership training. One method of establishing the leadership training program is to develop and publish a leadership training plan, as depicted in the enclosure to MCO 5390.2. A leadership training plan may be incorporated into the annual and quarterly training plans or included as enclosures thereto.

c. NAVMC 2767 (User's Guide to Marine Corps Leadership) provides outlines and leadership discussion guides for some suggested topics. Leadership training and discussions must not be limited to those topic contained therein.

3. Battle Skills Training (BST). MCO 1550.23 (Basic Skills Education Program) applies.

a. Commanders will establish procedures by which to evaluate individual enlisted Marines on the BST standards. Evaluations may be made by examination for Marines in the rank of gunnery sergeant and below, but practical application examinations are a far better gauge of proficiency and are recommended. Commanders may use the performance test published by the Marine Corps Institute or they may devise local tests. Local tests must, however, conform to the established performance objectives. Senior NCOs (first sergeant/master sergeant and sergeant major/master gunnery sergeant) will be evaluated by practical evaluation/observation only.

b. Every Marine will be evaluated on at least one-third of the BST tasks during every fiscal year. Those who are not proficient in specific BST areas must undergo remedial training. Proficiency means satisfactory response to all performance objectives.

c. Many of the BST tasks can be evaluated concurrently with a unit's collective training events. Unit leaders may evaluate the proficiency of their Marines by observation of individuals' performance during FEXs, and operational or logistical readiness evaluations, and so on.

4. Professional Military Education (PME) Program

a. MCO P1553.4 (Professional Military Education) governs the professional military education program and establishes the requirements for Marines of each grade. Professional military

TRAINING SOP

education is essential career development training for all Marines, especially officers, SNCO's, and NCO's. PME is the systematic and comprehensive process of developing the skills, knowledge, and military judgment required to deal with increasingly complex responsibilities associated with higher grade.

b. PME consists of both formal and informal schooling. Selected Marines will receive the formal schooling at one of the designated Marine Corps or other-service schools or by subscribing to one of the correspondence courses of those schools. Informal PME instruction is conducted locally by commanders. Each individual Marine must also conduct his own personal PME program. Commanders will ensure that all Marines understand the guidance of the Marine Corps' PME program and encourage them to fulfil the requirements established therein. Commanders will also establish unit PME programs, including the program objectives, curriculum, and other pertinent information in the annual and quarterly training plans, as well as in the weekly training schedules.

c. PME has commonly been construed as any training provided to leaders, e.g., "officers' school" or "SNCOs school." Thus, commanders have often described or reported as PME instruction that which would more properly have been called either functional training or leadership training. Thus, commanders have reported leadership and functional training as PME, and vice versa, inadvertently giving both a false and inflated picture of the actual training being conducted. Functional training teaches MOS and skills directly related thereto. Those are often mechanical functions. Leadership training covers a variety of subjects which are less directly related to MOS performance, while related training provides instruction on topics which are even more distantly related to a Marine's job functions. While these types of training teach us to perform tasks--mechanical functions--or simply convey information, PME is intended to provide Marines with the requisite knowledge with which to make sound, informed decisions. PME includes academically-oriented instruction, battle studies, book reviews, historical readings and discussions, and so on. Teaching current tactical techniques, doctrine, and procedures is functional training, not PME. Discussing the historical development of tactical doctrine, though, or debating the efficacy of current doctrine, using historical models, is PME.

d. Commanders will encourage every Marine to develop a personal professional reading program commensurate with his or her rank. Commanders will also ensure that all hands have access to a copy of the Commandant's Professional Reading List.

e. Book Review Program. DivO 1560.4 (Book Review Program) establishes guidance regarding the 3d Marine Division Book Review Program. Commanders will encourage Marines to read, write and

submit book reviews, and will conduct local competitive book review evaluations. The winning reviews will be forwarded to the Commanding General (G-3T) as entries in the semi-annual Division competition.

f. PME Plan. As part of the training planning process, commanders will develop PME plans. These will be included as enclosures to the annual and quarterly training plans.

g. Correspondence Courses. Correspondence courses are available from the Marine Corps Institute and from service schools. Commanders must encourage Marines and sailors to take advantage of those educational opportunities. Commanders may use these courses to supplement training, but must exercise caution when requiring or allowing Marines to enroll in courses when deployed, during long-term training exercises, or when individual work-loads would hinder the successful completion of the course.

5. Troop Information Program (TIP). MCO 1510.25 (Marine Corps Troop Information Program) provides guidance for conducting the troop information program. It is an essential part of maintaining a high state of morale and discipline within an organization by providing its officers and men with accurate, useful, and timely information. Hereafter follows a list, which is to be considered not in the least complete, of potential topics which might be presented as part of the TIP:

- a. How to read a Leave and Earning Statement (LES).
- b. Review of request mast procedures
- c. Special services activities available to Marines on Okinawa.
- d. Types of discharges.
- e. Conduct and proficiency marks and CMC guidelines as contained in MCO P1070.12 (IRAM).
- f. The importance of making a will
- g. Leave policy for Marines on unaccompanied tours and space available travel by aircraft.
- h. Servicemen's Group Life Insurance
- i. Rights under Articles 15 and 31 of the UCMJ
- j. Circuitous travel in conjunction with PCS
- k. Federal and state income taxes.
- l. Commanding Generals' policy on overseas extensions.

- m. Task designators and amphibious task forces.
- n. Off-duty educational opportunities on Okinawa.
- o. Marine Corps promotion system.
- p. How battalion-level administration works
- q. Protection of valuables, currency program, and savings
- r. Personal financial management.
- s. Balancing a checkbook.
- t. Okinawa Rules of Engagement.
- u. AIDS awareness.
- v. Counterterrorism.
- w. Educational benefit programs for enlisted Marines.
- x. Sexual Harrassment/Core Values

6. Individual Water Survival and Swimming. MCO 1510.29 (Individual Water Survival and Swim Training) provides detailed guidance for conducting training and recording information. Marines who have not achieved the basic S-3 qualification in accordance with MCO 1510.29 will be placed on a continuing remedial program. Commanders will also conduct water survival and swim training programs to teach S-3 swimmers to achieve higher qualification ratings.

a. Commanders will ensure that personnel with MOS's that require specific swim qualifications receive the requisite training. Commanders will further ensure that they train and maintain sufficient qualified Water Safety and Survival Instructors (WSSI). Periodic training and certification of WSSI's is accomplished through Landing Force Training Command, Pacific (LFTCPAC) Mobile Training Teams (MTTs) and resident swim instruction courses. Course convening dates will be published to all units as they are established.

b. Water Safety. Water-related training will be conducted in accordance with the safety guidance contained in Chapter 9 of this directive.

7. Physical Fitness. Commanders will conduct physical fitness programs and administer the Physical Fitness Test in accordance with MCO 6100.3 (Physical Fitness) and DivO 6100.1 (Physical Fitness and Weight Control). They will provide effective physical fitness maintenance and improvement programs in accordance with MCO 6100.3. They will also establish incentive

programs to stimulate interest and a desire for maximum personal performance on the PFT; PFT Recognition Certificates for first class is an example. Such certificates should be prepared and awarded at the battalion level. In support of this endeavor, commanders are authorized to conduct organized athletics one-half day per week at their discretion and as the operational tempo permits.

8. Weight Control and Military Appearance Program. Commanders will ensure compliance with MCO 6100.10 (Weight Control and Military Appearance Program) and DivO 6100.1 and will report the status of their unit program and the progress of their Marines in the quarterly training reports.

9. Requalification Firing with Individual Small Arms. MCO 3574.2 (Marksmanship Training with Small Arms) establishes the annual requalification requirements and criteria. Rifle and pistol annual requalification on Okinawa is accomplished on Marine Corps Base ranges located at Camps Hansen and Schwab.

a. Units will request range quotas through this headquarters (ATTN: G-3T); quotas will normally be issued quarterly via naval message or letter.

b. Units will schedule the Camp Hansen field firing course as necessary to meet the requirement of MCO 3574.2 for familiarization firing.

c. Personnel who do not achieve a qualifying score on record day will be given the opportunity to return to the range, preferably the following week, for an additional attempt to qualify.

d. Unit requalification details with SNCO and officer participation generally achieve a higher percentage of qualified shooters than do straggler details. Unit competition to attain the higher requalification percentage is strongly encouraged.

e. Requalification instruction and range functions are controlled by the Commanding General, MCB, Camp Butler. All Division units firing on these ranges will adhere to the provisions of BO P3500.1 (Range and Training Area Regulations).

f. Camp Fuji-based personnel will be given a requalification waiver if TAD to Okinawa for requalification is not feasible.

g. MCO 3400.3 (NBC Defense Readiness and Training Requirements) requires all Marines as part of the annual qualification to fire at least ten rounds while wearing their field protective masks. This event will occur on Wednesdays at both the Camp Hansen and Camp Schwab ranges. Commanders will ensure that their Marines take their field protective masks to the range on the Wednesday of firing week.

7002. PERFORMANCE OBJECTIVES AND EVALUATIONS. Certain areas of individual training require commanders to develop performance objectives and tests, and observe the performance of individual Marines. The Army Field Manual on Military Training (FM 21-6) is an excellent guide to use in developing objectives, tests, and methods for evaluating training.

7003. SUBSTANCE ABUSE EDUCATION. Substance abuse education provides information aimed at eliminating substance abuse. In addition, supervisory personnel must be provided information about and insight into drug and alcohol abuse problems on Okinawa. There are three types of classes conducted on Okinawa.

1. Overseas Drug Orientation Lecture. These lectures provide information concerning local drug laws, on peculiarities of local drug activities, and details of the drug exemption program.

2. "B" Lectures for SNCO's and Officers. These lectures provide an awareness of the extent and consequences of alcohol abuse on Okinawa and information on the drug abuse situation. The main theme is "The Role the Supervisor Plays" in drug and alcohol abuse prevention/ control, identification, rehabilitation, and follow-up.

3. "A" Lectures for Privates through Sergeants. These lectures will cover the Marine Corps Drug and Alcohol Program policies and procedures, with emphasis on rehabilitation/treatment, follow-up, and urinalysis testing/verification on Okinawa. Alcohol abuse/misuse receives special emphasis, as well as its legal implications and consequences.

7004. CODE OF CONDUCT TRAINING. Instruction in the Code of Conduct for members of the Armed Forces of the United States shall be conducted in accordance with paragraph 122, U.S. Naval Regulations.

7005. FAMILY PLANNING TRAINING. MCO 5390.2 (Leadership Training and Education) requires commanders to conduct family planning training for all first term-Marines within six months of their arrival in the unit. The order specifies the subjects to be taught.

7006. SUICIDE PREVENTION TRAINING. DivO 6520.1 (Suicide Prevention) prescribes that commanders conduct this training for all hands at least annually. Commanders will ensure compliance with the guidance contained therein.

7007. DIVISION ORIENTATION. Shortly after their arrival on Okinawa, all Marines will receive an orientation lecture about

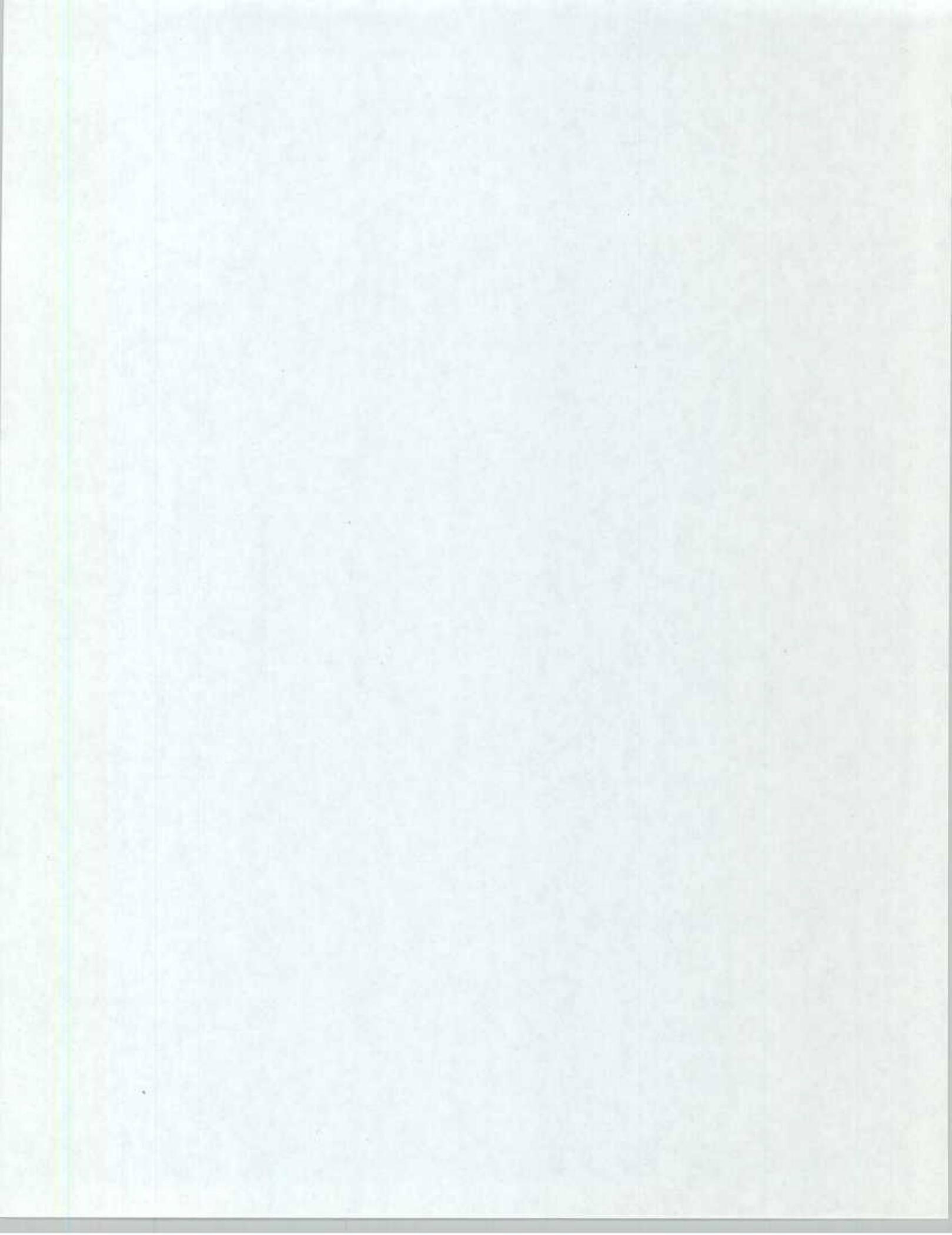
the local culture and facilities on Okinawa and the 3d Marine Division from Joint Reception Center personnel. The lecture covers such basic matters as geographical orientation, local laws and customs, personal security, leave policy, and educational opportunities. Additionally, the Commanding General has videotaped a welcome aboard presentation that discusses the local sensitivity to our presence on Okinawa and proper standards of conduct. Unit commanders should be aware of the content of the orientation program and provide continuing instruction as needed.

TRAINING SOP

CHAPTER 8

TRAINING FACILITIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
OKINAWA RANGES AND TRAINING AREAS.....	8000	
REMOTE TRAINING RANGES/AREAS.....	8001	
TRAINING AIDS AND DEVICES.....	8002	
TRAINING ASSISTANCE.....	8003	
SCHOOLS.....	8004	
SHOOTER FEEDBACK PROGRAM.....	8005	



TRAINING SOP

CHAPTER 8

TRAINING FACILITIES

8000. OKINAWA RANGES AND TRAINING AREAS. Okinawa has a reputation as having prohibitively restrictive range and training area regulations. While there are restrictions and rules, as there are everywhere, Okinawa offers some excellent training opportunities. If units do not receive good training while on Okinawa, it is because of the ignorance of the unit's commander and staff. In every unit, every member who is even remotely involved in planning for training must become thoroughly familiar with the ranges and training areas aboard the island.

1. BO P3500.1 (Range and Training Area Regulations) contains the information and regulations concerning the safety and use of maneuver areas, ranges, and training facilities on island. Because of the international political-military ramifications, range and training area violations, commanders must exercise special care to ensure compliance with the range and training area regulations. Commanders are encouraged to develop and maintain reference material, maps, training packages, and so forth to assist units in developing training plans rapidly that best use the available facilities.

2. Range and Training Area Orientations and Briefings. The Assistant Chief of Staff, Operations and Training (AC/S O & T), MCB, Camp Butler sponsors familiarization briefings. Units may request briefings for new personnel through the 3d Marine Division (G-3T).

a. Range Safety Officer (RSO) Briefings. Every officer and SNCO who will serve as an RSO must first attend the RSO briefing conducted by the Range Control Officer. The briefings are conducted regularly and units may obtain scheduling information by calling the Range Control office.

b. Unit Deployment Program (UDP) Briefings. Each UDP unit which reports aboard will receive two separate range and training area briefings, as follows:

(1) RSO Briefings. The Range Control Officer of MCB, Camp Butler will conduct RSO briefings for the company grade officers and SNCOs of each incoming unit. This briefing will emphasize the safety rules peculiar to the Okinawa ranges and training areas.

(2) Commander and Principal Staff Briefing. The AC/S O & T will conduct less formal, but equally important discussions with the commanders (battalion & company) of each arriving UDP unit. This will emphasize the commanders responsibilities regarding supervising the use of the ranges and training areas

and also the nature of the international political-military situation with regard to land controlled by the U.S. government.

(3) Range and Training Area Orientation Tours. The commanders, principal staff members, and training personnel of every UDP unit will receive a range and training area orientation tour. This tour will be conducted by the parent regiment or separate battalion. The tour must be scheduled through Range Control and either the Range Control Officer or one of his senior representatives should accompany it. The tours can be scheduled by contacting the Range Control Officer. Additionally, a VHS Video tour of the Okinawa ranges and training areas has been filmed and distributed to all major units on Okinawa.

3. Scheduling Ranges and Training Areas

a. Requests for ranges and training areas will be submitted to the Range Control Officer via the regiments or separate battalions in the format depicted in Appendix D. Under normal circumstances, requests should arrive at the Range Control Office no later than fourteen days before the training is to occur.

b. Requests for Drop/Landing Zones will be submitted using Appendix G. Submit all requests to arrive at Base Range Control, Camp Hansen, fourteen days prior to the beginning of the week in which training is to be conducted.

c. Requests for hike routes will be submitted to the Range Control Officer, via the regiments or separate battalions, to arrive at least fourteen days before the hike is to occur.

d. Requests for the following areas will arrive at the Range Control Office at least twenty days before the beginning of the training week.

(1) Water Surface Areas #3-#5.

(2) Aha Training Area.

e. Requests for use of the NTA will be made to the OIC, NTA Detachment. Units or personnel entering NTA will notify the OIC, NTA upon entry and departure.

f. Cancellation. Once requested, ranges and training areas must be either used as requested or canceled as expeditiously as possible so that other units may use them. If it becomes necessary to cancel training which has been scheduled on one of the ranges or training areas, commanders will notify the Range Control Officer as soon as possible. The Range Control Officer will notify the Commanding General of all failures to use Base facilities without submitting a cancellation notice.

8001. REMOTE TRAINING RANGES/AREAS. The following remote ranges

2. Coordination Outside the Division. A unit desiring support from other commands will submit requests via the Commanding General of the Division (ATTN: G-3T) and III MEF headquarters (ATTN: G-3T). Once a formal request has been approved, direct liaison will normally be authorized for simplicity in planning and execution.

8004. SCHOOLS

1. Division Schools. DivO P1500.17 (Division Schools Catalog) outlines the purpose and mission of the Division Schools System, lists courses available, student prerequisites, and describes the administrative procedures for requesting quotas. The Commanding General (G-3T) normally issues quota assignments quarterly. Additional or unused quotas may be obtained within a reasonable period before the convening of the particular class. Commanders will ensure that Marines and sailors who attend those schools are qualified in accordance with current directives to attend the courses, and that they arrive on time and with the proper uniforms, equipment, supplies, and orders (if necessary) to attend the course.

2. Mobile Training Teams (MTT). The Division regularly receives MTT instruction from other commands. The Commanding General (G-3) will promulgate a notice of courses to be conducted and their dates, and will request the number of desired quotas from units. The quota assignments will be issued as soon as possible.

3. External Schools/Formal Schools. The availability and assignment of quotas to schools conducted at other Marine Corps commands and other Service commands will be announced as soon as the information becomes available. Upon receipt of quota assignments, commanders will submit nominations for the courses to the Commanding General (G-3T). They will also submit requests for orders to the school to the Commanding General (ATTN: Adj), via the G-3 Training Officer. Commanders will ensure that Marines and Sailors who attend those schools are qualified in accordance with current directives to attend the courses, that they arrive on time and with the proper uniforms, equipment, and supplies to attend the course.

4. Northern Training Area (NTA)

a. The training program at the NTA is under the staff cognizance of the G-3 Training Section and the Director, Division Schools. The OIC, NTA Detachment, conducts the following courses:

1. Combat Skills Course (CSC)
2. Field Skills Course (FSC)

b. Quotas for the above courses will be assigned during the Division's TEEP meetings, normally the first meeting of each fiscal quarter. Quota assignments will be made for the next (not current) fiscal quarter. Units may request unassigned or canceled quotas at any time. The OIC, NTA will also maintain an active list of unfulfilled quota requests. If quota cancellations occur, units with pending requests will be offered the canceled quotas.

c. Units may also conduct independent operations in the NTA's 19,000 acres of training areas. Units may schedule those training areas by contacting the NTA directly.

d. The use of all of NTA courses, facilities, and training areas will be governed by the NTA SOP. For more additional information on NTA courses see DivO 5400.1 (Mission, Functions and Support of the Northern Training Area Detachment).

5. Naval Gunfire School (NGFS). The Commanding Officer, 12th Marine Regiment conducts the NGFS for Division Marines. The Commanding General (G-3T) assigns quotas prior to the convening of each class.

6. Cancellation of School Quotas. All requests for cancellation of assigned quotas will be submitted to Division G-3 for approval. In order to allow for maximum use of all courses, commanders should submit their requests expeditiously to allow for redistribution of any approved cancellations. Every effort must be made to fill assigned quotas.

7. Annual Rifle Squad Competition. The Director, Division Schools, will conduct the annual rifle squad competition in accordance with MCO 3590.14 (Annual Rifle Squad Competition).

8005. SHOOTER FEEDBACK PROGRAM

1. The term "familiarization firing," or "FAM fire", has been construed by many Marines to mean simply shooting randomly, without regard to accuracy. FAM fire details often go to ranges and shoot at a berm or hillside, without any targets other than dirt. This practice will not occur in the 3d Marine Division. All weapons live-firing, including FAM firing, will be directed at targets which are designed to be used with the weapon/weapons system being fired. Furthermore, all live-firing will be directed at targets/target systems from which the shooter may derive feedback," method to determine whether he hit the target at which he or she aimed, or if not, to determine enough information to allow him or her to make the appropriate adjustments to put the rounds on the target.

2. Commanding officers will ensure that all officers in charge of range details, range safety officers, and range detail

supervisors plan and conduct live-firing which includes both targets and shooter feedback. MCB, Camp Butler has small arms remote targets (SARTS) targets available for emplacement in the impact areas and their employment is encouraged. In the event that they are not available, a variety of other feedback possibilities exist. Many of the field manuals/technical manuals pertaining to the respective weapons systems describe locally constructed or improvised targets. FMFM 1-3B (Field Firing Techniques) also describes methods of establishing shooter feedback for small arms. In addition to the techniques and targets described in those references, commanders are encouraged to exercise initiative and to innovate, so long as safety remains a paramount consideration.

9005. VEHICULAR SAFETY. In no other activity are Marines so visible as in the operation of tactical vehicles on host nation's streets and highways. Local traffic and road conditions often combine to create potentially hazardous conditions and to increase the likelihood of property damage and of personal injury to both local nationals and our Marines and sailors.

1. The senior Marine in the vehicle is responsible for its safe operation. All Marines involved with tactical vehicle operations share in the responsibility for safe vehicle operation with the operators and will pay particular attention to the following directions:

a. No tactical vehicle, except CUCVs, will be operated without an assistant driver. While assigned as such, a passenger in a CUCV is a defacto assistant driver.

b. Assistant drivers will actively participate in the operation of the vehicle, i.e. remain alert, assist the driver in normal operation of the vehicle by providing another set of eyes and ears, and report hazardous situations to the driver.

2. Under no situation will passengers pressure operators to speed.

3. Seat belts/shoulder harnesses will be worn in vehicles that have them.

9006. WATER OPERATIONS AND SAFETY

1. Safety swimmers. Commanders will ensure that all water-related activities have safety swimmers at hand to respond to emergency situations. The following standards are hereby established for safety swimmers:

a. Trained and certified by a qualified WSSI in the American Red Cross (ARC) Lifeguard Training Procedures, as established in the ARC Lifeguard Training Manual;

b. Classified as an S-1 swimmer

c. Training and qualified to perform cardio-pulmonary resuscitation (CPR)

d. Each unit commander is responsible to train or provide for the training of the appropriate number of safety swimmers and to ensure that proper certification occurs. He or she will also ensure that proper documentation is filed appropriately and readily available.

2. Open Water Training. Open water training includes, but is not limited to, open water swimming, survival swimming (flotation device confidence exercises), SCUBA diving, and Combat Rubber

Raiding Craft (CRRC) and Rigid Raiding Craft (RRC) operations. Commanders will ensure that the following safety measures are effected for all water-related training:

a. A minimum of one safety swimmer present for every ten men being trained, or per each AAV conducting water operations;

b. Buddy team assignments established during all water-related activities;

c. Inflatable life jackets with whistles attached will be worn by all personnel engaged in water-related training activities;

d. Cyalume light sticks will be attached to life vests during all nighttime, water-related training activities;

e. Day/night flares will be attached to all divers for emergencies;

f. A powered safety boat with at least one safety swimmer aboard, in addition to the boat operator, will be present within 100 meters of all swimming activities (CRRCs/RRCs may be used);

g. All boat/vehicular water-related activities will be conducted by no less than two boats/vehicles. Boats/vehicles will serve as safety boats for the others.

h. Water-related training activities will not be conducted in the vicinity of Okinawa during Sea Conditions Yellow or Red, except as follows:

(1) CRRC/RRC water operations may be conducted during Sea Condition Yellow.

(2) Because sea conditions around the island may vary at any given time, battalion commanders may authorize (this authority may not be delegated) training to be conducted if the local conditions are no worse than Sea Condition Yellow.

i. Water-related training activities in other locations will not be conducted in Sea State Three or Four Beaufort Wind Scale, except CRRC/RRC water operations, which may be conducted in Sea State Three.

j. Water-related training activities will not be conducted in surf conditions rated at greater than four on the Modified Surf Index (MSI). The MEU(SOC) Training Handbook contains instructions for calculating the MSI if a report is not available.

k. A corpsman with a resuscitation/aspiration device will be proximate to all water-related training activities.

d. When crossing intersections, road guards will be dispatched to stop traffic approaching from either flank. Units will cross roads by flanking movement when possible.

9008. HEAT CASUALTY PREVENTION

1. MCO 6200.1 and DivO 6200.2 apply. We live, work, and train in a climate in which dangerous meteorological conditions often exist. From mid-spring to mid-autumn, high temperatures combine with high humidity levels to create potentially hazardous conditions, hazardous even to those who have become acclimated, but especially to those who have not. Commanders at every level must be sensitive to these dangers and take every reasonable precaution to prevent heat casualties.

2. Prevention of heat casualties begins with education. Commanders must review all of the pertinent directives, including the references hereto, regarding the prevention of heat casualties and comply with them. In addition, commanders will ensure that all of their Marines, especially their subordinate leaders receive training and education about the pre-casualty warning signals, the causes of heat casualties, the symptoms thereof, the methods of prevention, and the appropriate first aid measures. The Commanding General expects commanders and their subordinate leaders to know the capabilities and limitations of their Marines, specifically whether they have become acclimated and whether they may be susceptible to becoming a heat casualty. For example, a Marine who has been on extended light duty or no duty, or one who has, for some reason, been unable to participate in physical exercise, must be allowed to regain his conditioning gradually. Commanders will ensure that all of their subordinates, especially subordinate leaders, are familiar with the four heat conditions and the restrictions which apply under each of them.

3. One of the most important preventive measures is the consumption of fluids. Commanders at all levels will encourage and enforce the consumption of high levels of fluids. Marines must be taught which fluids are appropriate for consumption during hot weather. Water and fluid replacement drinks, such as Gatorade, are acceptable; drinks containing either alcohol or caffeine are not, because they cause people to void more liquid than they consume, creating an extremely dangerous physiological condition. Excessive drinking of alcoholic beverages and physical training are incompatible activities.

4. All commanders will conduct heat casualty awareness training for all hands during April of each year, before the commencement of the hot season, which usually commences on 1 May. Commanders will further ensure that all Marines who report aboard between 15 April and 31 October each year receive that same training as part of their orientation briefings.

TRAINING SOP

5. Commanders must plan and conduct challenging, realistic, mission-oriented training. Nevertheless, it must be commensurate with the existing meteorological conditions and the physical capabilities of the Marines in the units. Commanders are expected to provide challenging training while exercising common sense. For example, they must walk more slowly, take more frequent rest breaks, and enforce a greater consumption of water while conducting unit hikes during hotter weather than they would under other conditions. Realistic training, therefore, includes making certain accommodations, just as we would in combat.

6. Commanders will ensure that supervisors and leaders at every level exercise constant vigilance, with continuous reassessments of weather conditions, clothing, and training loads and the condition of individual Marines. Rather than assuming Marines are in no danger, leaders must realize they are at risk and constantly verify their safety.

7. It rarely, if ever, serves any military purpose to sustain administrative casualties. Be aware, exercise good judgement, and keep our Marines healthy and productive.

9009. TRAINING ACCIDENTS AND INCIDENTS

1. Training accidents and incidents including, but not limited to, injuries which require evacuation, fires, and confrontations with GOJ nationals, will be reported immediately to the G-3 Training Officer during normal working hours or the Command Center after normal working hours. This report may be relayed through Range Control for units in the field, but the unit commander will ensure that initial and follow-up reports have been sent to G-3. Any report sent by FAX will be sent using priority precedence.

2. Reports will include the following as a minimum:

- a. Date/Time/Unit reporting.
- b. Accident/Incident site (range, WSA, gun position, EOD site number, hike route, etc.)
- c. Nature of training accident/incident (situation and/or symptoms if personal injury).
- d. Time medevac requested/commenced (if applicable).
- e. Destination of medevac (if applicable).
- f. Casualty(ies) (rank(s), name(s), SSN('s), status).
- g. Name, grade, SSN, billet of person submitting report

3. Filing this report does not relieve the commander from filing any other reports which are required by other directives and due to other staff sections. The training accident/incident report will be considered just the preliminary report, to be followed by more comprehensive reports in other formats, as required.

4. In the event that an accident involving injury occurs on any MCB range or training area, the OIC of the unit involved will ensure that those actions which are required by Base Range Regulations or other directives are effected.

9010. FIRE CONDITIONS. When Fire Condition "II" (LIMITED), is established, the use of fire hazardous ordnance (tracer, WP, and pyrotechnics) is prohibited. Report all range fires to Range Control in accordance with BO P3500.1.

9011. GENERAL SAFETY REGULATIONS. The following safety regulations also apply:

1. Physical contact between opposing forces is prohibited
2. Marines will not, under any circumstances, insert plugs or debris of any sort into the barrels of weapons.
3. Commanders will exercise special caution to ensure that, except during duly-authorized live-fire exercises, no one gains or maintains possession of any live ammunition. Cryptographic guards, nuclear weapons guards, and logistics personnel transporting class V supplies will be the only exception to this rule.
4. Trip flares, once installed, will be fenced or otherwise guarded to prevent personnel from approaching within six feet of them. They will be emplaced so the earth covering them and the flare case will not endanger troops.
5. Practice mines and booby traps may be employed in all maneuver areas; however, strict compliance with safety precautions is required. Additionally, Fire Danger Ratings (FDR) in effect will be considered prior to their use.
6. Pyrotechnics are to be employed only in a manner which will prevent casings from falling in the vicinity of troops or in civilian areas outside of training areas.
7. Duds discovered by personnel will not be destroyed, moved, or tampered with in any manner. They will be marked and reported immediately to Range Control. Coordinates and type of ordnance will be given.

subordinate units, especially those in the field.

2. Units may continue to train in the field, at the commanders' discretion, until Typhoon Condition II is set. Then, units must evacuate the training areas as expeditiously as possible to their garrison areas. At the earliest possible time, unit commanders will notify their respective S-4's/G-4's of the number of passengers who would/will require transportation from the field upon the setting of Typhoon Condition II.

3. Upon returning to garrison from the field, each unit will notify (Typhoon Field-Clear Report) its next higher headquarters of its return. Regiments, separate battalions, Division Schools, and NTA will submit telephonic reports to the G-3 Training Section when all of their subordinate units have returned to garrison.

TRAINING SOP

CHAPTER 10

SUPERVISION AND EVALUATION

10000. GENERAL. Commanders at all levels will develop and maintain procedures for managing, coordinating, monitoring, and evaluating training to ensure that the training is efficient, effective, and interesting for those being trained. The Assistant Chief of Staff, G-3 has primary cognizance over all training conducted within the Division.

10001. DIVISION TRAINING SUPERVISION AND EVALUATION. Training supervision at the Division level will consist of the following: Random visits, either announced or unannounced, by the Commanding General or designated members of the Division Staff, to ranges, training events, and periods of instruction, both in the field and in garrison; MCCRES and operational readiness drills and evaluations; and training management/historical program administrative readiness evaluations (ARE) and staff assistance visits (SAV).

1. Training Visits

a. Purpose. Staff training visits will serve to keep the Commanding General and his staff in touch with day-to-day training and to ensure that scheduled training is being conducted in conformity with the guidance in this order, the MCB range regulations, and the weekly training schedules.

b. Concept. The Division training visit program will be conducted under the cognizance of the AC/S, G-3. Selected officers and SNCOs of the general and special staff sections of the Division will visit the training sites to supervise and evaluate selected field and garrison training. The Commanding General, Assistant Chief of Staff, G-3, and the Division Training Officer will also routinely visit and evaluate training events.

c. Implementation. The Assistant Chief of Staff, G-3 will assign staff sections the responsibility of providing personnel for training and range utilization evaluations. Division staff officers will be used as much as possible. The assignments will be distributed each week along with the Weekly Training Highlights.

d. Procedures

(1) Evaluators will call G-3T the day prior to their assigned visit in order to ensure the period of training will be conducted as scheduled and to receive appropriate guidance on the conduct of their visit. They will review all applicable range and safety regulations before arriving at the training

site. Upon arrival, the evaluator will report to the OIC and announce the purpose of the visit. The evaluator will be guided by the training evaluation form contained in Appendix F of this Order. Evaluators may or may not inform the unit in advance of their visit.

(2) Upon completing the evaluation, the evaluator will fill out the form and submit it to the G-3 Training Office within two working days. A copy will be provided to the the unit conducting the training by the G-3, via the chain of command. If the evaluator is unable to locate the unit or observe training he will inform the G-3 Training Officer of the circumstances.

(3) The AC/S, G-3 will review all evaluations and take appropriate action. He will forward all exceptionally good and bad evaluations, with appropriate recommendations and comments, to the Commanding General for review, and will also notify the Commanding General of any positive or negative training trends, including consistent canceling or failure to conduct scheduled training or classes.

10002. MARINE CORPS COMBAT READINESS EVALUATION SYSTEM (MCCRES) EVALUATIONS. In accordance with MCO 3500.1 (Marine Corps Combat Readiness System), MCCRES evaluations must be conducted at least bi-annually for each unit in the Division. UDP units usually receive their biennial evaluations in CONUS and will receive them under 3d Marine Division auspices only under the most unusual of conditions. MCCRES evaluations will normally be scheduled well in advance and will be included on the TEEP. Reports will be forwarded to the A C/S, Readiness, via computer disc. FMFPacO 3501.1 (MCCRES Evaluations of FMFPAC Units) and DivO 3501.1 (MCCRES Implementation) apply.

10003. TECHNICAL READINESS EVALUATION (TRE). TRE's will be conducted to evaluate the combat capabilities of all Division organizations. TRE's will be conducted in accordance with DivO P5040.3 (SOP for CG's Inspection Program) under the primary staff cognizance of the AC/S, Readiness in cooperation with the AC/S, G-3. TRES may be scheduled well in advance, or they may be conducted with little or no advance notification.

10004. ADMINISTRATIVE READINESS EVALUATION (ARE). Training Management ARE's will be conducted by the AC/S, G-3, as scheduled and coordinated by the Assistant Chief of Staff, Readiness, in accordance with DivO P5040.3 using the checklist in Appendix E. They will be scheduled bi-annually for permanent units and once per deployment for UDP units. Training management Staff Assistance Visits (SAV's) will be conducted by the Assistant Chief of Staff G-3, annually for permanent units, once per deployment for UDP units, or upon request.

TRAINING SOP

APPENDIX A

LIST OF TRAINING REFERENCES

1. The current edition of the directives listed below are useful references in preparing unit training programs. This appendix is not intended to be all inclusive, nor is it intended to limit any commander in the use of source material.

a. MARINE CORPS ORDERS

MCO	P1080.35	(PRIM)
MCO	P1200.7	(MOS MANUAL)
MCO	1500.24	(PARTICIPATION OF WMS IN FIELD TRAINING EXERCISES)
MCO	1500.51	(MARINE BATTLE SKILLS TRAINING PROGRAM)
MCO	1510.25	(MC TROOP INFO PROGRAM)
MCO	1510.29	(INDIVIDUAL WATER SURVIVAL AND SWIM TRAINING)
MCO	1510.34	(ITS SYSTEM)
MCO	1510.35	(ITS SYSTEM FOR OCCFLD 03)
MCO	1510.49	(ITS SYSTEM FOR MOS 2311)
MCO	1510.53	(ITS SYSTEM PERSONNEL AND ADMIN OCCFLD)
MCO	1510.57	(ITS SYSTEM FOR SUPERVISORY MOSs)
MCO	1510.58	(ITS SYSTEM FOR OCCFLD 0200)
MCO	1510.61	(ITS SYSTEM FOR OCCFLD 0400)
MCO	1510.65-67	(ITS SYSTEM FOR OCCFLD 2100 VOL I-III)
MCO	1510.68	(ITS SYSTEM FOR OCCFLD 3500)
MCO	1510.71	(ITS SYSTEM NON-OCCFLD 5700 MOS 5711)
MCO	1510.72	(ITS SYSTEM FOR OCCFLD 3300)
MCO	1510.75	(ITS SYSTEM FOR OCCFLD 3400)
MCO	1510.76	(ITS SYSTEM FOR OCCFLD 1800)
MCO	1510.78	(ITS SYSTEM FOR OCCFLD 2300)
MCO	1510.80	(ITS SYSTEM FOR OFFR ARTY OCCFLD 0800)
MCO	1510.81	(ITS SYSTEM FOR OCCFLD 0800)
MCO	1510.83	(ITS SYSTEM FOR OPER OCCFLD 2)
MCO	1510.84	(ITS SYSTEM FOR MARKSMANSHIP TRNG MOS)
MCO	1510.85	(ITS SYSTEM FOR O306 MARINE GUNNER)
MCO	1510.87, 88, 90	(ITS SYSTEM FOR SPL SKILLS VOL I-III)
MCO	1550.3	(MCI CORRESPONDENCE COURSES)
MCO	1550.23	(BASIC SKILLS EDUCATION PROGRAM)
MCO	1553.1	(SYSTEMS APPROACH TO TRAINING)
MCO	1553.3	(USMC TRAINING MANAGEMENT)
MCO	P1553.4	(PROFESSIONAL MILITARY EDUCATION)
MCO	1580.7	(INTERSERVICE TRAINING)
	3000.8	(EMPLOYMENT OF MARINE CORPS RESOURCES IN CIVIL DISTURBANCES)
MCO	3300.3	(LAW OF WAR TRAINING)
MCO	3400.3	(NBC DEFENSE READINESS AND TRAINING REQUIREMENTS)
	3430.2	(ELECTRONIC WARFARE POLICY)

MCO	3470.1	(PREVENTION OF COLD WEATHER INJURIES)
MCO	3500.20	(MARINE CORPS PARACHUTING AND DIVING POLICY AND PROGRAM ADMINISTRATION)
MCO	3501.1	(MCCRES)
MCO	3501.3	(MCCRES)
MCO	3501.5	(MCCRES VOL IV)
MCO	3501.6	(MCCRES VOL V)
MCO	3501.7	(MCCRES VOL VI)
MCO	3501.8	(MCCRES VOL VII)
MCO	3501.9	(MCCRES VOL VIII)
MCO	3501.10	(MCCRES VOL IX)
MCO	3501.11	(MCCRES VOL X)
MCO	3501.12	(MCCRES VOL XI)
MCO	3501.13	(COMBAT ENGINEER BATTALION)
MCO	3502.2	(USMC SPECIAL SKILLS CERTIFICATION PROGRAM)
MCO	3570.1	(POLICIES AND PROCEDURES FOR FIRING AMMO FOR TRAINING (AR 385-63)
MCO	3574.2	(MARKSMANSHIP TRAINING WITH INDIVIDUAL SMALL ARMS)
MCO	3590.14	(ANNUAL RIFLE SQUAD COMPETITION)
MCO	3591.2	(SMALL ARMS MARKSMANSHIP COMPETITION)
MCO	3850.1	(COUNTERINTELLIGENCE POLICY GUIDANCE)
MCO	P4790.2	(MIMMS FIELD PROCEDURES MANUAL)
MCO	5100.8	(MC GROUND OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM)
MCO	5101.8	(GROUND MISHAP REPORTING)
MCO	5390.2	(LEADERSHIP TRAINING)
MCO	5600.20	(MC DOCTRINAL AND RELATED PUBS)
MCO	6100.3	(PHYSICAL FITNESS)
MCO	6100.10	(WEIGHT CONTROL/MILITARY APPEARANCE)
MCO	6200.1	(HEAT CASUALTIES)
MCO	P10110.14	(FOOD SERVICE AND SUBSISTENCE MANAGEMENT MANUAL)

b. CAMP FUJI ORDERS

CFO	P1500.3	(SOP FOR TRAINING UNITS)
CFO	P3500.1	(CAMP FUJI RANGE REGULATIONS)

c. FMFPAC ORDERS

FMFPacO	3120.6	(SOP FOR AAV/LST/LSD/LPD/LHA AFLOAT OPERATIONS)
FMFPacO	3120.10	(SOP FOR UNIT DEPLOYMENT PROGRAM)
FMFPacO	3401.13	(NBC DEFENSE)
FMFPacO	3501.1	(MCCRES EVALUATIONS OF FMFPAC UNITS)
FMFPacO	P3501.2	(SOP FOR HRST)
FMFPacO	P7000.1	(STANDING OPERATING PROCEDURES FOR FINANCIAL MANAGEMENT)
FMFPacO	P8000.2	(SOP FOR GROUND ORDNANCE)

d. MARINE CORPS BASE CAMP BUTLER ORDERS

TRAINING SOP

BO P3500.1 (RANGE AND TRAINING AREA REGULATIONS)
BO 3500.3 (IE SHIMA TRAINING FACILITY REGULATIONS)
BO P3574.1 (SOP FOR MARKSMANSHIP TRAINING WITH
INDIVIDUAL SMALL ARMS)
BO 11240.38 (STANDARD LICENSING PROCEDURES FOR
OPERATORS OF MILITARY MOTOR VEHICLES)

e. III MARINE EXPEDITIONARY FORCE ORDERS

ForO 1540.1 (OPERATIONS IN THE FUJI MANEUVER AREA)
ForO 3120.8 (MAGTF/CMAGTF DESIGNATION, DEPLOYMENTS
EXERCISES)
ForO 3700.1 (SAR/MEDEVAC PROCEDURES)
ForO 8015.1 (CONTROL AND ACCOUNTING OF CLASS V(W)
MATERIAL USED FOR TRAINING)

f. DIVISION ORDERS

DivO P1500.17 (DIVISION SCHOOLS CATALOG)
DivO 1500.19 (NAVAL GUNFIRE SHORE FIRE)
DivO 1521.1 (JAPANESE OFFICER EXCHANGE PROGRAM)
DivO 1560.4 (PROFESSIONAL READING PROGRAM)
DivO P2000.10 (SOP FOR COMM-ELECT)
DivO 2110.1 (MESSAGE PASSING AND HANDLING SOP)
DivO P3120.13 (SOP FOR DIV CP IN THE FIELD)
DivO P3120.17 (SOP FOR UNIT DEPLOYMENT)
DivO P3125.1 (SOP FOR DIVISION AIR)
DivO P3400.2 (SOP FOR NBC DEFENSE)
DivO P3430.4 (SOP FOR ELECTRONIC WARFARE)
DivO 3501.1 (MCCRES IMPLEMENTATION)
DivO 4400.35 (LOGISTICS SOP FOR CAMP FUJI TRAINING)
DivO P4600.1 (SOP FOR EMBARKATION)
DivO P4790.1 (SOP FOR MIMMS)
DivO P5040.3 (SOP FOR INSPECTIONS)
DivO P5100.11 (SOP FOR GROUND SAFETY)
DivO 5210.3 (TURNOVER FOLDERS AND DESK TOP PROCEDURES)
DivO 5400.1 (MISSIONS, FUNCTIONS AND SUPPORT OF THE
NORTHERN TRAINING AREA DETACHMENT)
DivO 5400.3 (MISSIONS, FUNCTIONS AND SUPPORT OF THE 3D
MARINE DIVISION SCHOOLS)
DivO 5800.23 (SOP FOR LEGAL MATTERS)
DivO 6000.5 (MEDICAL SOP)
DivO 6100.1 (PHYSICAL FITNESS AND WEIGHT CONTROL)
DivO 6200.2 (HEAT CASUALTIES)
DivO 6520.1 (SUICIDE PREVENTION)
DivO P8000.5 (SOP FOR AMMUNITION)
DivO P10110.8 (FOOD SERVICES SOP)
DivO P11240.16 (MOTOR TRANSPORT SOP)

g. MCI

MCIO P1500.44 (BST/EST)

TRAINING SOP

LFM 02 (DOCTRINE FOR PROCEDURES FOR AIRSPACE IN
THE COMBAT ZONE)
LFM 03 (JOINT EMBARKATION FOR AMPHIBIOUS
EMBARKATION)

i. ARMY FIELD MANUALS

FM 3-3 (NBC CONTAMINATION AVOIDANCE)
FM 3-4 (NBC PROTECTION)
FM 3-5 (NBC DECON)
FM 3-100 (NBC OPS)
FM 5-15 (EXPLOSIVES AND DEMOLITIONS)
FM 5-34 (ENGINEER FIELD DATA)
FM 6-20 (FIRE SUPPORT)
FM 6-30 (TACTICS, TECHNIQUES AND PROCEDURES FOR
OBSERVED FIRE)
FM 6-40 (FIELD ARTILLERY CANNON GUNNERY)
FM 6-121 (FIELD ARTILLERY TARGET ACQUISITION)
FM 7-10 (THE RIFLE COMPANY, PLATOON AND SQUAD)
FM 7-20 (THE INFANTRY BATTALION)
FM 8-9 (NATO HANDBOOK NBCD OPS)
FM 21-6 (MILITARY TRAINING)
FM 21-10 (FIELD HYGIENE AND SANITATION)
FM 21-11 (FIRST AID FOR SOLDIERS)
FM 31-50 (MILITARY OPERATIONS IN URBAN TERRAIN)

j. MISCELLANEOUS

UNITED STATES NAVY REGULATIONS
OPNAVINST 1500.22
COMNAVSURFPAC/COMNAVSURFLANTINST 3840.1
NAVSO P2455
NAVEDTRA 71405 (OCCUPATIONAL STANDARDS AND BIBLIOGRAPHY
FOR HOSPITAL CORPSMEN)
NAVEDTRA 12061 (LIST OF TRAINING MANUAL AND NONRESIDENT
TRAINING COURSES 1990 EDITION)
OH 4-9 (MOTOR TRANSPORT)
NAVMC 2767 (USER'S GUIDE TO MARINE CORPS LEADERSHIP)

TRAINING SOP

(UNIT)
WEEKLY TRAINING HIGHLIGHTS
(DATE) TO (DATE)

EVENT	UNIT	PLACE	DATE/TIME
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TRAINING SOP

ABBREVIATIONS FOR USE IN TRAINING SCHEDULES

Uniform

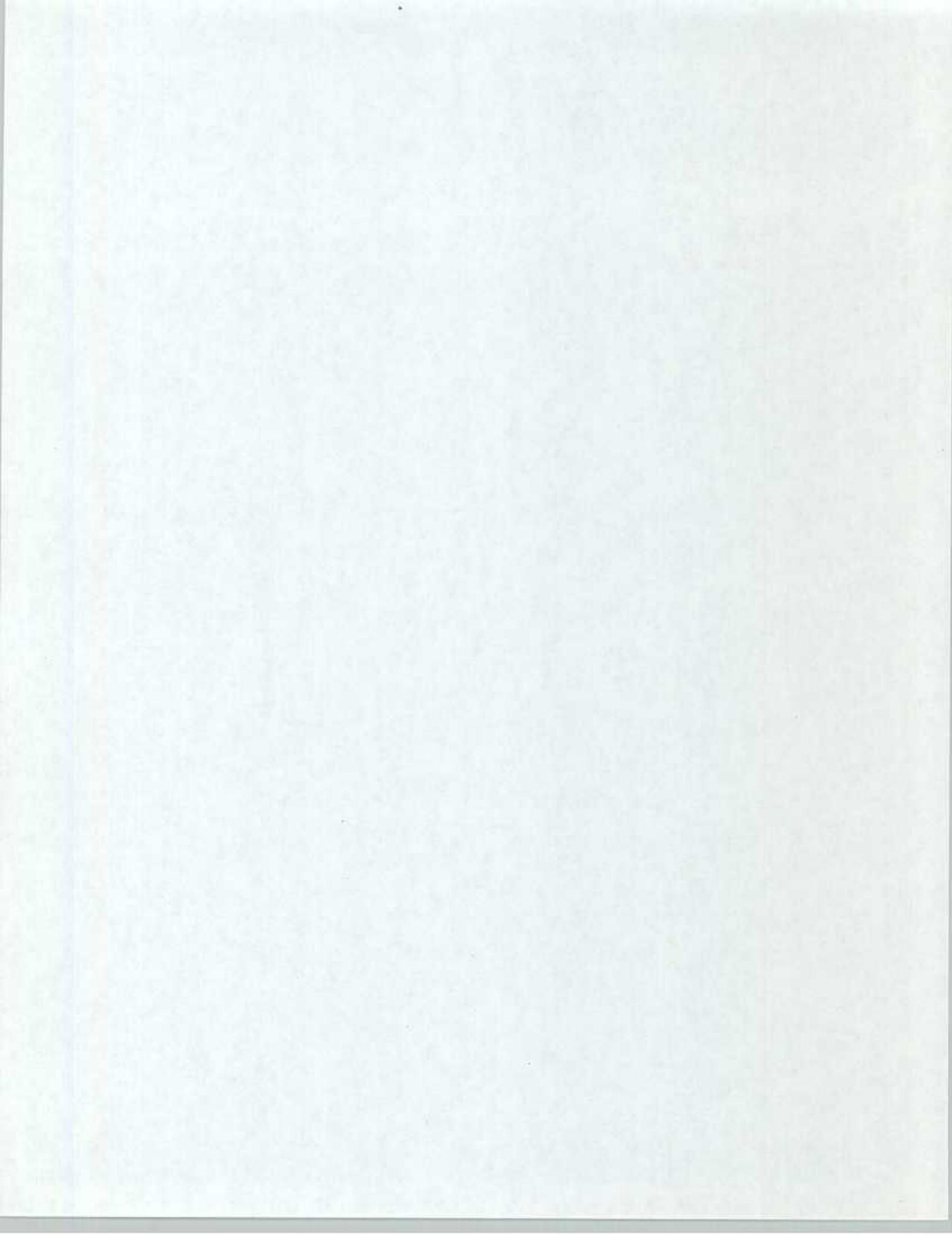
Service "A"	A
Service "B"	B
Service "C"	C
Utilities	U
Athletic	X

Equipment

Normal arms; equipment	1
Normal arms, equipment, helmet, flack jacket, gas mask	2
ALICE pack	3
ALICE pack with sleeping bag	4

Method

	<u>Code</u>
Application	A
Demonstration	D
Examination	E
Film	F
Lecture	L
Conference	C
Map Exercise	ME
Field Exercise	FEX
Field Firing Exercise	FIREX
Crew Served Weapons Field Firing Exercise	CSWFFEX



TRAINING SOP

APPENDIX C

ANNUAL/QUARTERLY TRAINING STATISTICS REPORT

From: Commanding Officer,
 To: Commanding General, 3d Marine Division (Attn: G-3 Training)
 Subj: ANNUAL/QUARTERLY TRAINING STATISTICS REPORT; QTR, FY _____

Encl: (1 Quarterly Training Report (for annual reports))

1. The figures below are submitted for your review. Those units participating in the Unit Deployment Program are reported separately from those units permanently assigned to the 3d Marine Division.

	1	2	3	4	5	6	7	8
A. RIFLE QUAL								
B. PISTOL QUAL		XXXXX						
C. PFT							XXXXX	
D. CS CHAMBER			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	
E. PRE-PRIMARY VOTING			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
F. ARMED FORCES VOTERS' WEEK			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
G. CHILD AND SPOUSE ABUSE PREVENTION			XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	
H. SEXUAL HARASSMENT			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
I. EDUCATIONAL OPPORTUNITIES			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
J. SUPERVISOR SUBSTANCE ABUSE			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
K. NONSUPERVISOR SUBSTANCE ABUSE			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	

TRAINING SOP

L. SUBSTANCE ABUSE ORIENT			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
M. DISCHARGES/ SEPARATIONS			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
N. INTELLIGENCE- OPERATIONS SEC.							XXXXX XXXXX	
O. FLD PROT MASK FAM FIRE			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
P. AMMUNITION HANDLING PROCEDURES			XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	
Q. MEDICAL TRAINING				XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
R. SUICIDE PREVENTION			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
S. MILITARY JUSTICE				XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
T. HELO INDOC			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	
U. BST			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	
NCOBC				XXXXX	XXXXX	XXXXX	XXXXX	
W. PME				XXXXX	XXXXX	XXXXX	XXXXX	
X. HEAT CASUALTY PREVENTION			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	
Y. LEADERSHIP					XXXXX	XXXXX	XXXXX	
Z. FAMILY PLANNING			XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	XXXXX XXXXX	

2. The following personnel are assigned to the Marine Corps Weight Control or Personal Appearance Program:

a. GRADE, INIT, NAME Date Assigned Weight Goal Progress

b. GRADE, INIT, NAME and disposition/action taken on personnel whose names appeared on previous report as being on Weight Control

TRAINING SOP

or Personal Appearance Programs, but are not listed in paragraph 2a above:

3. The following significant training highlights/events are listed below for your review:

4. Remarks (statistics amplification, etc.)

Commanding Officer's Signature

TRAINING SOP

QUARTERLY TRAINING STATISTICS KEY

A. Rifle qualification:

(1) Unit strength (same as morning report)

(2) Number of personnel not required to fire:

(a) Majors and above.

(b) Officers with 13 or more years of service.

(c) Enlisted MSGTs and above.

(d) Enlisted 40 years or older.

(e) Marines with 6 months remaining service with no intent to reenlist

(3) Number required to fire. Include the difference of 1 and 2 with FAP/IDS/Camp Augment.

(4) Number qualified. Review SRBs and OQRs and include those who qualified this fiscal year at a previous duty station.

(5) Number unqualified. Those shooters who fired and failed to qualify only.

Number not fired. Do not include unqualified shooters

Number remaining to fire. 5 plus 6

(8) Percent qualified. Number qualified divided by number required to fire.

B. Pistol qualification:

Unit strength.

Not used.

(3) Number required to fire. Include all personnel armed with 9mm by T/O.

Number qualified.

Number unqualified.

Number not fired.

Number remaining to fire

Percent qualified

TRAINING SOP

Number completed.

Percent completed.

I. Educational Opportunities:

Unit strength.

(2) Number completed.

(8) Percent completed.

J. Supervisor Substance Abuse Prevention:

(1) Number of SSGTs and above to include Officers.

(2) Number completed.

(8) Percent completed.

K. Non-supervisor Substance Abuse Prevention:

(1) Number of SGTs and below.

(2) Number completed.

(8) Percent Completed.

L. Substance Abuse Overseas Orientation Lecture:

(1) Number Marines Joined During the Period.

(2) Number of those who attended.

(8) Percent attended.

M. Military Discharges and Separations:

(1) Number of Enlisted Marines, Sgt & Below Who Joined During the Period.

(2) Number of those who attended.

(8) Percent who attended.

N. Intelligence-Operations Security:

Unit strength.

Number of classes given per MCO 1510.2.

Number of Marines trained in (2) above.

TRAINING SOP

Number of classes given per OPNAVINST 5510.1.

Number of Marines trained in 4 above

(6) 3 plus 6 above.

Not used.

1 divided by 6

O. Field Protective Mask Familiarization Fire:

(1) Number of Marines required to fire. See rifle qualification, number 3 above.

Number completed.

(8) Percent completed

P. Ammunition Handling Procedures:

Unit strength.

Number completed.

Percent completed.

Q. Medical Training:

Unit strength.

Number of classes given per DivO P6000.5 (w/Ch 1)

Number of Marines trained in (2) above.

Percent of Marines trained.

R. Suicide Prevention:

Unit strength.

Number completed.

Percent completed.

S. Military Justice:

Unit strength.

Number of classes given per MCO P5300.12.

Number of Marines trained in 2 above.

Percent of Marines trained

Helicopter Indoctrination

) Unit strength

Number of Marines trained

Percent of Marines trained

U Battle Skills Testing

Number Marines Required to be tested IAW MCO 1500.1

() Number of those in 1 above tested

Percent tested

Sergeants' Course

Number eligible to attend (SGT with less than 2 years in grade)

Number graduated

Number remaining to be trained

Percent graduated

Professional Military Education

Number of classes given to Officers

() Number of classes given to Staff Non-Commissioned Officers

Number of classes given to Non-Commissioned Officers

Total Number of Classes Given

Heat Casualty Prevention

Unit strength

Number completed

Percent completed

Leadership

Number Classes Given to Officers

Number Classes Given to SNCOs

TRAINING SOP

Number Classes Given to NCOs

Number Classes Given to Enlisted Marines

Total Number of Classes Given.

Family Planning.

(1) Number of First-Term Marines Who Joined During the Period.

Number of those trained.

Percent Trained.

TRAINING SOP

APPENDIX D

TRAINING AREA/RANGE REQUEST FORM

From: Requesting Unit
To: Commanding General, Marine Corps Base, Camp Butler, (Attn:
Base Range Scheduling, Bldg 2213, Camp Hansen)

Subj: RANGE/TRAINING AREA REQUEST

1. Range/Training Area/GP requested:

Alternate:

2. Inclusive time(s) and date(s) of occupancy:

Alternate:

3. List all type(s) of weapon(s) and munition(s) including
pyrotechnics, gas and demolition):

4. Size of unit:

5. Type of exercise:

6. NOTE:

a. If R3, R4R, R5F, R10, R18, or R22 designate "Fire and
maneuver" or "Static Line Fire".

b. If line and fire maneuver range give name of MRSS
(coordinate with G-3T).

c. CP location

d. If using temporary CS chamber give grid coordinates:

e. Specific HLZ(s), OP(s), GP(s) required:

7. Hikes: Route overlay to and from Range/Training Area or
Standard Hike route number.

8. POC:
Tel #:

9. Remarks:

(Signature)

TRAINING SOP

APPENDIX E

SAMPLE UNIT ARE/SAV INSPECTION REPORT

From: Command Inspector
To: Commanding Officer, (Unit Inspected)
Via: Commanding General (Attn: Inspector)
Subj: UNIT INSPECTION REPORT
Ref: (a) MCO 5040.6E
Encl: (1 Completed Training Management/Historical Program
Inspection Checklist

1. Per the reference, the following report is submitted.

a. Section I

(1) Provide a one paragraph summary of observations made during the inspection. Note strengths and weaknesses and comment on areas in which the unit was not mission-capable or marginally mission-capable. Also comment on exceptionally good areas.

(2) (Unit) has been determined to be mission capable in all of the following training and historical categories:

- (a) Overall Evaluation
- (b) Planning for Training
- (c) Training Management
- (d) Mission-Oriented Training
- (e) Functional Training
- (f) Related Training
- (g) Training Administration
- (h) Safety
- (i) Historical Program
- (j) Marine Corps Institute (MCI)

b. Section II

(1) Findings and Recommendations (Provide comments about each discrepancy, including recommendations for correction or improvement)

TRAINING SOP

(a)

(b)

(2) If the unit received an overall or partial "not mission-capable" rating, include a reinspection date. If the unit received a "mission-capable" rating, but had discrepancies, include a date by which the unit commander should respond to the Commanding General regarding the correction of the discrepancies or his or her plan for improvement.

2. (Final Comments)

Inspector's Signature

TRAINING SOP

TRAINING MANAGEMENT/HISTORICAL INSPECTION CHECKLIST

I. PLANNING

1. Do senior headquarters prepare an exercise outline plan? (FMFM 0-1)
2. Are unit missions and requirements identified from currently assigned crisis action plans, contingency plans, and operational plans? (par 5002 and 6003, FMFM 0-1)
3. Has the commander made an assessment of the mission and mission requirements and developed a mission-essential task (METL)? (par 5003, FMFM 0-1)
4. Have unit proficiencies and deficiencies been determined by observing unit performance and measuring it against established mission performance standards for individual and collective training? (par 5004 and 6004, FMFM 0-1)
5. Has the commander established realistic unit training goals and objectives which flow logically from the METL? (par 6002, FMFM 0-1)
6. Are training priorities derived from the METL, the training goals and objectives, and the unit and individual training proficiencies and deficiencies? (par 6005, FMFM 0-1)
7. Has the commander developed a training strategy derived from the METL, training goals and objectives, training priorities, and the limited resources available? (par 6005, FMFM 0-1)
8. Has the commander prepared a long-range training plan? (chapter 6, FMFM 0-1)
9. Has the commander prepared an out-year budget to support training objectives contained in the approved long-range plan? (FMFM 0-1)
10. Has the commander determined training ammunition requirements based upon the approved long-range training plan? (FMFM 0-1)
11. Has the commander determined requirements for facilities (NBC chambers, classrooms, gyms, and so on) and training areas and ranges based upon the long-range training plan? (FMFM 0-1)
12. Has the commander determined training and audiovisual support requirements based on the approved long-range training plan? (FMFM 0-1)
13. Has the commander prepared a mid-range training plan which converts the long-range training plan into a practical series of

TRAINING SOP

training activities and events, provides trainers with more detailed guidance, and allocates and coordinates required resources? (chapter 7, FMFM 0-1)

14. Has the commander determined the mid-range training support requirements based on the mid-range training plan? (par 9003, FMFM 0-1)

15. Has the commander developed a short-range plan? (FMFM 0-1)

16. Has the commander determined short-range training support requirements? (par 9004, FMFM 0-1)

17. Has the commander determined short-range training support requirements based upon the short-range training plan? (FMFM 0-1)

18. Has the commander prepared training support requests, in a timely fashion, based on the monthly/weekly training schedules? (FMFM 0-1)

19. Do the long, mid, and short-range plans include training goals, objectives, and priorities? Do those flow logically from the units METLs and the training deficiencies which had previously been identified? (FMFM 0-1)

20. Have UDP units developed and submitted their six-month deployment plans? Have the regiments submitted those plans to the Commanding General?

21. Does the unit consider host-nation holidays when planning training?

22. Has the commander discovered any obstacles to near-term training? (FMFM 0-1)

23. Is the commander's intent/guidance clear in his training plans and directives? (FMFM 0-1)

24. Is backward planning applied to implement the commander's guidance? (FMFM 0-1)

25. Does the commander use MCCRES mission performance standards as the performance standards toward which the unit and subordinate units should train?

Has the commander established the priorities of the mission performance standards to guide the staff and subordinate commanders in planning and scheduling training?

II. TRAINING MANAGEMENT, SUPERVISION AND EVALUATION

TRAINING SOP

26. Does Regt/Bn effectively monitor training management in subordinate units, including an inspection plan/program.
27. Does the unit conduct a program of training management inspections for its subordinate units?
28. Do the commander and members of his staff evaluate training events? (FMFM 0-1)

Reports submitted?

Files maintained?

Reports analyzed to determine deficiencies and trends?

Follow-up conducted?

Remedial training scheduled?

29. Does the commander/evaluator determine the specific purpose of evaluations before conducting them? Do the evaluation tasks flow from the objectives? (FMFM 0-1)

30. Does the commander ensure proper preparation for the evaluation? (FMFM 0-1)

31. Does the commander analyze evaluation results and use them to conduct remedial training and to establish training goals, objectives, and priorities for future training? (FMFM 0-1)

32. Does the commander discuss lessons-learned/after-action debriefing items with the unit? (FMFM 0-1)

33. Is there a follow-up program to correct noted problems, discrepancies, and adverse trends determined from inspections and evaluations? (FMFM 0-1)

34. Does the unit follow its training plan and schedules?

35. When changes are necessary, is the substituted training oriented to the commanders' training objectives, goals, and priorities?

36. Does the commander maintain records of the training which occurred (versus what was scheduled)?

Annotated training schedules?

Records from each subordinate unit/section?

37. Does the unit submit training schedule changes to higher headquarters?

TRAINING SOP

Maintain files of the changes?

38. Does the unit have an efficient system of receiving, reacting, tracking, and responding to correspondence which tasks the unit to conduct or participate in training events?

39. Does the unit have an effective system of managing school quotas?

40. Does the unit effectively manage required training?

MISSION-ORIENTED TRAINING

41. Do the unit's exercise LOIs reflect the MCCRES and ITS mission performance standards training goals and objectives, as well as the unit's own training goals, objectives, and priorities.

42. Is training conducted progressively through each appropriate unit level (individual, fire team/gun team, squad/section, platoon, company, and so on)?

43. As the training progresses to higher levels, does the unit continue to practice those techniques and procedures learned at the lower levels (e.g., individual tactical measures, and so on)?

44. Do the unit training plans include training objectives for EW, OPSEC, air defense, NBCD, law of war, rules of engagement, and deception training?

45. Are EW, OPSEC, air defense, NBCD, law of war, rules of engagement, and deception training included in applicable phases of training?

Are they included in all exercises?

Do the exercise LOIs contain training/exercise objectives?

46. Has the unit conducted training in the prevention of cold weather casualties before deploying to cold climates for exercises, operations, or training? (MCO 3470.1)

47. Does the unit conduct TACP training?

48. Does the unit conduct naval gunfire/shore fire control party training?

49. Is helicopter indoctrination training conducted periodically and prior to deployment?

50. Is 1/3 of all field training conducted at night?

TRAINING SOP

51. Is integrated training being conducted to include fire support coordination, combined arms, amphibious, helicopter, CPX, combat support, combat service support, and communications training? (Other than exercises directed by the TEEP)?

Does the unit conduct mech-infantry and anti-armor training?

53. Does the unit participate in FSCEXs?

54. Does the unit conduct FIREXs? (Co's/Btry's once/month; Bn's once/qtr)?

55. Are crews of all organic weapons assigned, trained, and tested, in the employment of their weapon, and are regular firing exercises conducted?

Does the unit conduct CPXs and COMMEXs?

in last 12 months?

For reconnaissance unit only:

Does the unit conduct the required maintenance/refresher training?

IBS exercises _____ SCUBA exercises
SCUBA lock-in/lock-out exercises _____
Parachuting exercises _____ Other

58. Have SOC units completed the required SOC training syllabus?

Have they conducted the requisite training to maintain proficiency in each of the SOC mission capabilities?

FUNCTIONAL TRAINING

59. Has the unit established mission-oriented performance objectives?

60. Does the commander use the ITS standards for each MOS/and or OCCFLD when developing functional training for individuals?

_____ Do the class lesson plans and field training plans reflect _____ the ITS tasks, conditions, and standards as the goals for _____ training proficiency?

61. Have procedures been developed to evaluate mission-oriented performance standards?

62. Have procedures been developed to determine individual proficiency for all organic MOSs?

TRAINING SOP

63. Where possible, do these procedures emphasize actual performance?
64. Where feasible is MOS training planned, scheduled, and conducted for all Marines working out of their primary MOS? (Classes, MCI Courses, FEX's)?
65. Does the unit conduct warrior training for its non-combat-arms personnel?
66. Does the unit conduct MOS/functional training, as appropriate and required in the Division Training SOP and other pertinent directives, including training for Marines in the following OCCFLDs (refer to Division Training SOP, Chapter 6 and Appendix H):

Personnel and administration (01XX)	
Intelligence (02XX)	___ Embarkation
Maintenance Management	___ Engineer (13XX)
Ordnance (21XX)	___ Ammunition (23XX)
Communications (25XX)	___ Supply (30XX)
Food services (33XX)	___ Motor Transport (35XX)
Medical (USN)	

V. RELATED TRAINING

67. Has the commander published a leadership training plan? (MCO 5390.2)
68. Has leadership training been planned, scheduled, and conducted IAW MCO 5390.2 for officers, SNCOs, NCOs, and enlisted Marines?
69. Does the commander conduct family planning training IAW MCO 5390.2 for all new, first-term Marines within six months of their arrival?
70. Has the commander developed a PME plan? Does it conform to the intent of the Commandant's PME guidance.
71. Is PME actually PME or is it actually functional, related, or leadership training?
- Does the commander understand the difference?
72. Does the commander conduct regular PME sessions for officers, SNCOs, and NCOs?
73. Does the commander officially encourage personal professional reading?

TRAINING SOP

74. Does the unit participate in the semi-annual Division Book Review Competition?
75. Have procedures been developed to evaluate proficiency in BST subjects?
76. Do these procedures emphasize evaluation of actual performance of testing rather than written testing when possible?
77. Is remedial training and retesting conducted on a timely basis for those who fail or show a lack of proficiency?
78. Does the unit maintain adequate unit and individual BST records?
79. Does the unit have sufficient WSSI/MC Combat Swim Instructors?
80. Is the unit aware that all personnel are to be swim tested?
81. Is remedial training conducted for all unqualified personnel and 3d class swimmers (all ranks & ages)?
82. Does the unit have an effective weight control/personal appearance program?
83. Is the progress of individuals on weight control/personal appearance monitored adequately?
84. Have appropriate/official service record and unit diary entries been made for personnel on weight control and personal appearance?
85. Has the unit assigned any Marines to the Personal Appearance Program? Are they being monitored properly? Report submitted? Service record/unit diary entries made?
86. Are there any Marines in the command who appear to be overweight or physically out of proportion who have not been assigned to the Weight Control or Personal Appearance programs?
87. Does the unit have an organized, thoughtfully conceived physical fitness program that complies with MCO 6100.3?
88. Do training schedules reflect periods of organized athletics and PT?
89. Does the commander conduct heat casualty prevention classes for all hands?
90. Is there an awareness of Marine Corps and Division orders regarding heat casualty prevention?

TRAINING SOP

Does the physical fitness program allow for heat conditions?

91. Is everyone who is required to fire the rifle/pistol afforded the opportunity to fire?
92. Are unqualified personnel afforded an additional opportunity to qualify?
93. Are personnel who are not required to fire a specific weapon for qualification, but are armed with it for duty, receiving semi-annual familiarization (FAM) training?
94. Are marksmanship record book entries being made to record familiarization and qualification?

Including entries of those who failed to qualified?

Are marksmanship scores entered into the unit diary reports?

96. Are members of other services required to qualify with their T/O weapons on the appropriate firing course?

Last FY marksmanship percentages:

- | | <u>Rifle</u> | <u>Pistol</u> |
|----------------------------------|--------------|---------------|
| a. Number required to fire | | |
| b. Number who fired | | |
| c. Percentage of those who fired | | |

98. Current FY statistics:

- | | <u>Rifle</u> | <u>Pistol</u> |
|----------------------------------|--------------|---------------|
| a. Number required to fire | | |
| b. Number who fired | | |
| c. Percentage of those who fired | | |

99. Does the unit conduct substance abuse training?

"A" lectures?

"B" lectures?

Overseas orientation lectures?

100. Does the unit conduct Code of Conduct instruction IAW U.S Naval Regulations (para 122)?

101. Does the unit conduct family planning training IAW MCO 5390.2?

TRAINING SOP

102. Does the unit conduct suicide prevention training IAW DivO 6520.1?

103. Does the unit ensure that newly-arrived personnel attend the Division orientation lecture/tour?

104. Does the unit conduct Troop Information Program lectures IAW MCO 1510.25?

105. Does the unit conduct voter training/lectures IAW MCO 1741.12?

Voting officer?

Pre-primary voter training?

Armed Forces Voter Week?

106. Does the unit conduct Family Advocacy training (Identification and Prevention of Child and Spouse Abuse) IAW DivO 1752.1?

107. Does the unit conduct sexual harassment training IAW MCO P5354.1?

108. Does the unit conduct educational opportunities lectures IAW MCO P5354.1?

109. Does the unit conduct intelligence training for non-intelligence MOS personnel IAW MCO 1510.2 and TRI-MEFO P3800.1?

Nature and purpose of combat intelligence?

Handling of POWs/EPWs, deserters, civilians, evaders, escapees, and captured documents?

Use of countersigns?

Shelling reports?

Enemy order of Battle?

Survival, escape, resistance, and evasion (SERE)

110. Does the unit conduct legal training IAW MCO P1900.16?

Military justice training?

Discharges and separations from the military service?

111. Does the unit conduct security training IAW OPNAVINST 5510.1? Annual security briefing?

TRAINING SOP

112. Does the unit conduct medical/first aid training IAW DivO P6000.5?

TRAINING ADMINISTRATION

113. Do turnover folders and desktop procedures exist for the S-3, S-3A, S-3T, S-3 chief, and the Staff Historian? Do they include the following:

CG's policy memorandums?

Host-nation holidays messages and information?

Division schools tasking messages?

Range quota assignments?

Vehicle operators quota assignments?

Training highlights definitions?

___ Do the turnover folders and desktop procedures appear current, well organized, and contain helpful information?

114. Does the unit use the Local Area Network in communications with higher headquarters?

115. Are lesson plans and essential data sheets prepared for all periods of instruction (including practical application events)?

Do they include clear statements of the training objectives and methods of instruction? (FMFM 0-1)

116. Does the unit maintain a file of lesson plans for future use?

117. Does the unit maintain class/training rosters to document attendance at required classes and participation in required training?

118. Are required training directives (Division Training SOP, Appendix A) maintained in support of training and readily available to the trainers? (Unit's individual activity Table of Allowance) (FMFM 0-1)

119. Are directives properly maintained and missing directives and changes requisitioned?

120. Do training personnel know how to audit the 5215 series checklist?