



**DEPARTMENT OF THE ARMY**  
ALPHA COMPANY, 1<sup>ST</sup> BATTALION, 78<sup>TH</sup> INFANTRY REGIMENT  
1st Brigade Combat Team, 12th Infantry Division  
Fort Popcorn, Atropia 98765

REPLY TO  
ATTENTION OF

AFJH-JUHZ-T

10 August 2055

MEMORANDUM FOR RECORD

SUBJECT: Fiscal Year 2056 Annual Training Guidance

1. **Purpose:** This memorandum outlines the individual, crew, and collective training progression for Fiscal Year 2056. The following guidance is forecasted and can vary depending on competing requirements. Subordinate units are notified as soon as adjustments are confirmed and scheduled.

2. **Mission Essential Tasks (MET):** Company A, Albatross Company, conducts progressive training to achieve unmatched proficiency in accordance with the following five METs.

MET	TASK NUMBER	DESC
1	07-CO-1234	Conduct Security
2	17-CO-2345	Conduct Defense
3	17-CO-3456	Conduct Movement to Contact
4	17-CO-4567	Conduct Attack
5	55-CO-5678	Deployment Operations

3. **Concept of Training:** This section is broken into two sections, individual/crew and collective. Echelons above Alpha (Brigade & Battalion and Army-Wide) distribute doctrinal and annual training guidance to guide our training progression. Training is further subdivided into individual and collective training. Subordinate units are encouraged to template and coordinate additional training in accordance with the following guidance. *Enclosure 1* details the battle rhythm, annual, weekly, and daily training schedules that align training against the below efforts. *Enclosure 2* details all individual, crew, and collective tasks mandated by the Army. *Enclosure 3* is the company tactical standard operating procedures.

- a. **Individual & Crew Training:** Individual training efforts focus around Enclosure 02 and will be coordinated and planned through the platoon and company leadership at T+6. Individual training tasks are prioritized according to the degree of readiness they provide to the collective tasks they fall within. Individual tasks are trained throughout every week of every year. It is the intent of most individual and crew training to be focused around the allocated