



BATTALION TIME MANAGEMENT



TIME MANAGEMENT TOOLS:

Battalions coordinate and deconflict operational events against time. During Home Station operations, unit events center themselves around training events. During forward deployments, unit events are centered around operational missions.

Common to most staffs, these products normally take the shape of three distinct products; the **Long Range Training Calendar (LRTC)**, **Short Range Training Calendar (SRTC)**, and **Battle Rhythm**. The following pages present various generalized samples using common Microsoft-based software.

Because calendar products are based around training and operational events, the operations staff (**S3**) are commonly the proponent of these products. The administrative distribution and product knowledge management is commonly managed by the S3. Staffs must constantly ask themselves, “Are we managing time effectively?” and “Do these time management events serve the purpose for which they are designed in the most efficient manner?”; when the answer is No... staffs adjust and reengage.

Note: Modern military doctrine in most militaries do not adequately address these types of products... the type of products that are behind what drives an organization. These are not taught in schools and are learned by non-commissioned and commissioned officers that grow on staffs from the battalion level where Soldiers are first exposed to staff operations. Products like these derive themselves from the need to effectively manage time, manage expectations, and make operations efficient and effective.



BATTLE RHYTHM

BATTLE RHYTHM:

"Commanders establish the unit's training battle rhythm to integrate and synchronize training activities, meetings, briefings, conferences, and reports. Establishing a training battle rhythm helps sequence and formalize these activities to regulate the flow and sharing of training information across the command." 3-2, FM 7-0

This Battle Rhythm section outlines three different approaches to visualizing and working with battle rhythms at the battalion level. Battle Rhythm Events listed in this product each have their own defined format; host/audience, event timeline, agenda, and purpose. The Battalion Staff SOP can be one way a staff can ensure these processes are standardized accordingly. This section also presents sample formats for some of the listed events.



BATTALION BATTLE RHYTHM – SAMPLE 1



SAMPLE BATTLE RHYTHM 1.

This battle rhythm outlines regularly occurring events over four intervals... day, week, month, and year. The product is used within Microsoft Power Point and relatively easy to manage.

This Battalion has chosen to list reports as well within this product (White events are report submission dates). The grey items indicate regularly occurring meetings.

YEAR	MONTH		WEEK	DAY				
<div>SAMPLE BATTLE RHYTHM 1.</div> <div>This battle rhythm outlines regularly occurring events over four intervals... day, week, month, and year. The product is used within Microsoft Power Point and relatively easy to manage.</div> <div>This Battalion has chosen to list reports as well within this product (White events are report submission dates). The grey items indicate regularly occurring meetings.</div>								
QTR 2	1st Mo/QTR	10	BN READINESS MTG	Sun	0000	REST PLAN 2200-0500		
	QTB 3RD Mo/QTR	11	SOCIAL MEDIA SCRUB NLT 12th	Mon	0100			
		12			CMD GROUP SYNC 0900-0930		CMD MAINT 0900-1700	0200
		13						0300
		0400						
	FAMILY ROSTER 1st Mo/QTR	14	MOTOR POOL WALK	BN-CO XO MEETING	0500	Physical Training 0630-0800	REVEILLE @ 0630	
		15			MO CNSLNG NLT 15th			Tue
	16	CBRNE NLT 20th	Wed	0700				
	17			PROPERTY AUDIT NLT 20th	THU			0800
	18	CALENDAR SCRUB	Fri					0900
	19			S4 BUDGET REPORT	Sat	1000	SGT TIME TRNG 0630-1700	CHOW 1700-1800
	20	ATP (CO) Annual	QTB 3RD Mo/QTR			1100		
	21			FAMILY ROSTER 1st Mo/QTR	LDR QTR CNSLNG	1200	SITREP NLT 1500	
	22	TASK ORG 1st Mo/QTR	QTR 3			1300		REST PLAN 2200-0500
	23			QTB 3RD Mo/QTR	QTR 4	1400		
	24	LDR QTR CNSLNG	QTB 3RD Mo/QTR			1500		
	25			TASK ORG 1st Mo/QTR	QTB 3RD Mo/QTR	1600		
	26	QTB 3RD Mo/QTR	QTB 3RD Mo/QTR			1700		
	27			QTB 3RD Mo/QTR	QTB 3RD Mo/QTR	1800		
	28	QTB 3RD Mo/QTR	QTB 3RD Mo/QTR			1900		
	29			QTB 3RD Mo/QTR	QTB 3RD Mo/QTR	2000		
	30	QTB 3RD Mo/QTR	QTB 3RD Mo/QTR			2100		
	31			QTB 3RD Mo/QTR	QTB 3RD Mo/QTR	2200		
	32	QTB 3RD Mo/QTR	QTB 3RD Mo/QTR			2300		
	33			QTB 3RD Mo/QTR	QTB 3RD Mo/QTR	0000		
	34	QTB 3RD Mo/QTR	QTB 3RD Mo/QTR			0100		
35	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
36		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
37	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
38		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
39	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
40		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
41	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
42		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
43	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
44		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
45	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
46		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
47	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
48		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
49	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
50		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
51	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
52		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
53	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
54		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
55	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
56		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
57	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
58		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
59	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
60		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
61	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
62		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
63	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
64		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
65	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
66		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
67	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
68		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
69	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
70		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
71	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
72		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
73	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
74		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
75	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
76		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
77	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
78		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
79	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
80		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
81	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
82		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
83	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
84		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
85	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
86		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
87	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
88		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
89	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
90		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
91	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
92		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
93	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
94		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
95	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
96		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
97	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
98		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
99	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
100		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
101	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
102		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
103	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
104		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
105	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
106		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
107	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
108		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
109	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
110		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
111	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
112		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
113	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
114		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
115	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
116		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
117	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
118		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
119	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
120		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
121	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
122		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
123	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
124		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
125	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
126		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
127	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
128		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
129	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
130		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
131	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
132		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
133	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
134		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
135	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
136		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
137	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
138		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
139	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
140		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
141	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
142		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
143	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
144		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
145	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
146		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
147	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
148		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
149	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
150		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
151	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
152		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
153	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
154		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
155	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
156		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
157	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
158		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
159	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
160		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
161	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
162		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
163	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
164		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
165	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
166		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
167	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
168		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
169	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
170		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
171	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
172		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
173	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
174		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
175	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
176		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
177	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
178		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
179	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
180		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
181	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
182		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
183	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
184		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
185	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
186		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
187	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
188		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
189	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
190		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
191	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
192		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
193	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
194		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
195	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
196		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
197	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
198		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
199	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
200		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
201	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
202		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
203	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
204		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
205	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0400			
206		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0500			
207	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0600			
208		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0700			
209	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0800			
210		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0900			
211	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1000			
212		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1100			
213	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1200			
214		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1300			
215	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1400			
216		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1500			
217	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1600			
218		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1700			
219	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	1800			
220		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		1900			
221	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2000			
222		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2100			
223	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	2200			
224		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		2300			
225	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0000			
226		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0100			
227	QTB 3RD Mo/QTR			QTB 3RD Mo/QTR	0200			
228		QTB 3RD Mo/QTR	QTB 3RD Mo/QTR		0300			
229								

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



BATTALION BATTLE RHYTHM – SAMPLE 2



SAMPLE BATTLE RHYTHM 2.

This battle rhythm outlines regularly occurring events over two intervals... day and week. The product is used within Microsoft Excel and moderately easy to manage.

This Battalion also used unique Lieutenant Colonel and Command Sergeant Major rank icons to indicate events that include the Battalion Commander and Battalion Command Sergeant Major. Color coding events also adds ease of understanding general audience requirements.

Battalion Battle Rhythm													
WEEKLY BATTLE RHYTHM													
TIME	DAILY (MON-FRI)		MONDAY	TUESDAY	WEDNESDAY								
0500													
0530													
0600		TOP 3 Meeting											
0630		0630-0730 PRT											
0700													
0730	0730-0900 Dining Hours												
0800													
0830													
0900	0900-1000 OPS SYNC	Staff Duty Outbrief	0900-1000 BN Staff Sync	0930-1130 BDE (Rotating Mtg)		0900-1000 LPD/OPORD							
1000			0900-1700 Command Maintenance			0900-1300 Sergeant's Time Training							
1030							15-6/FLIPL Review	0930-1130 Change of CMD Slot					
1100													
1130	1130-1300 Dining Hours												
1200							1145-1245 Sensing Session						
1230													
1300						1100-1130 BN/CO S3 Sync			1300-UTC BN Mtgs	Event IPR 1300-1400	BN Maint Meeting	DIV Order Published	
1330						Legal Update			BDE/BN 3 SYNC		1300-1430 CO Trng Meetings		
1400						1500-1600 C2-VAL			BN Orders Published	BDE Order Published			
1430						1500-1700 BDE-BN Sect Sync	BN CO XO MTG						
1500						1600-1700 CP-Update							
1530						1630-1730 CDRs Time							
1600						1700-1830 Dining Hours							
1630		1630-1730				1730-1830 Dining Hours							
1700													
1730													
1800													
1830													
1900													
1930													

This battle rhythm outlines regularly occurring events over two intervals... day and week. The product is within Microsoft Excel and moderately easy to maintain.

This Battalion also used unique Lieutenant Colonel, Command Sergeant Major rank icons to indicate events that include the Battalion Commander and Battalion Command Sergeant Major. Color coding events also adds ease of understanding general audience requirements.

LEGEND:

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com

below	Select Personnel
combined	BDE Event w/ BN Attendance
CMD Grps combined	



BATTALION BATTLE RHYTHM – SAMPLE 3



SAMPLE BATTLE RHYTHM 3.

This battle rhythm outlines regularly occurring events over various intervals. The product is used within Microsoft Word generally easy to manage.

BATTALION BATTLE RHYTHM (2055)

DAILY / WEEKLY						
When	Monday	Tuesday	Wednesday	Thursday	Friday	
	0615-0630 Staff Duty Oubrief 0630-0800 Physical Trng 0900-0930 Command Sync 1000-1045 Command Huddle	1000-1100 Legal Update 1300-1400 BN-CO XO Sync 1500 BN Orders Published	1000-1200 BN IPR Event Window 1300-1400 BDE/BN S3 Sync 1300-1500 BDE/BN CSM Sync	0630-1700 Sergeant's Time Trng 0930-1130 Rotation MTG Window	0930-1130 Change of Command Window 1000-1130 Plans Update	
BI-WEEKLY						
When	Monday	Tuesday	Wednesday	Thursday	Friday	
1 ST Week				0930-1130 BN Command & Staff		
2 nd Week		1300-1400 Maintenance Meeting		0930-1130 BN Training Meeting		
3 rd Week				0930-1130 BN Readiness Meeting		
4 th Week		1300-1400 Property Review		0930-1130 BN Maintenance Meeting		
MONTHLY	Property Inspections (Unannounced) (Second Half of Month) Command Sergeant Major Fitness Review (Mid-Month)					
QUARTERLY	Quarterly Training Brief (Mid-Month) Quarterly Resource Review Quarterly Training Guidance Publish					
ANNUAL	Annual Training Guidance Publish (No Later Than (NLT) Mid-October. Personnel Records Review Staff Assisted Visits / Inspector General Review					
OTHER						

THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



BATTLE RHYTHM – SAMPLE EVENT DETAILS



BATTLE RHYTHM EVENT DETAILS.

The Sample Events on the following pages offer events descriptions and a condensed view of the digital presentation documents that are commonly adhered to within battalion staffs. These event standardizations are codified within the Staff SOP and are maintained by the Battalion Operations Sergeant Major or operations shop designee (S3 Staff).

For a more thorough event product packet with editable sample digital products contact your local advisor.



BATTLE RHYTHM MEETING STANDARDS

BN BATTLE UPDATE BRIEF



EVENT: Battle Update Brief (BUB)
(*Combat or Training Environment*)

Frequency: Daily.

Location: Tactical Operations Center (TOC)

Time: 0600-0630 / (Alternate 1600-1630)

Audience:

Battalion Commander (BN CDR)

Battalion Sergeant Major (BN CSM)

Battle Staff S-3

Battle Captain (Battle Staff OIC)

Battle NCO (S-3 OPS SGM or Designee)

Intelligence Cell OIC

Logistics Cell OIC

Reconnaissance Liaison

Purpose:

Review current situation and address any updates/information relevant to intelligence and commander's decision points.

Format:

The tactical BUB format is addressed in the next slide of this presentation. The host (Battle Captain) guides the brief. This brief should only last between 4-5 minutes and is meant as a concise update to keep the commander informed of the operational environment.

Command Post - Battle Update Brief (BUB)			
1. Battle Captain (S3 Staff)	2. S2 (Intelligence)	3. Fire Support (CUOPS Cell)	
Current Mission/Intent Current Task Organization Current Unit Locations/Status Significant Activities (Past 12hrs) Critical Events Timeline Status of RFIs Current Battlespace	Enemy Situation (w/ Location/Status) Enemy Decision Points/COA Weather/Light Data Reconnaissance Status Collection Status Sensors (Air-Ground) Status	Artillery Available/Location/Status Artillery No Fire Area Review Supporting Fire Plan Battle Damage Coordinated Firing Line Review	
4. Engineer (CUOPS Cell)	5. Air Defense (CUOPS Cell)	6. CBRNE (CUOPS Cell)	
Systems Available/Location/Status Task Organization Survability/Cntr-Mobility Dig Status/Time to Completion	Air Defense Available/Location/Status Range of Coverage Air Warning Status Special Equipment Status	Downwind SITREP Current/Anticipated Threat Employment Conditions Decon Site Locations Progress/Results of CBRNE Recon	
7. Sustainment (LOG Cell)	8. S6 (LOG Cell)	9. SGM/NOIC (Command Staff)	
Sustainment Status Personnel Status Critical Supplies Maintenance Status Support Center Status Sustainment C2 MED Status	Status of Digital Comms Retrans Status/Location Planned Support Change in Encryption	Main Tactical Center Status Alternate Tactical Center Status	
10. XO (Command Staff)	11. CSM (Command Staff)	12. CDR (Command Staff)	
Focus Points General Comments/Concerns	Focus Points (Centered on Soldier) General Comments/Concerns	Focus Points General Comments/Concerns Priorities	

Home-Station Update Brief			
1. Staff Duty OIC/NOIC	2. S1	3. S3	
Last-24 Significant Events Ongoing Emergency Events Current Training Events/Status	Personnel Report Personnel Changes/New-Arrivals	Last-24 Orders Next-24/48 Orders Pending Top-3 Concerns	
4. CSM (Alternate OPS SGM)	5. CDR (Alternate Executive Officer)		
Last-24 Soldier Concerns Next-24/48 Soldier Priorities Top-3 Concerns	Review Priorities Plans Adjustments Top-3 Concerns		

THESE TEMPLATES ARE AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com

EVENT: Battle Update Brief (BUB)
(*Home-Station Environment*)

Frequency: Daily.

Location: Staff Duty Post or Commander's Office

Time: 0600-0630 / (Alternate 1600-1630)

Audience:

BN CDR, BN CSM

BN S-3

BN S-1

Staff Duty OIC / NOIC

Purpose:

Review battalion status, interferences to training, and administrative emergencies.

Format:

The Home-Station BUB is addressed in the slides immediately following the tactical BUB. This brief, like the tactical BUB, should ideally last between 4-5 minutes and serves the same general purpose as a tactical BUB; usually less the intelligence enemy updates.



BATTLE RHYTHM MEETING STANDARDS

BN MAINTENANCE MEETING



EVENT: Battalion Maintenance Meeting

Frequency: Weekly, Tuesday.

Location: Battalion Conference Room

Time: 1030-1130

Audience:

BN Executive Officer

BN S4 (or designated representative)

BN Support Company Maintenance Officer

BN Support Company Maintenance Chief

HQ Company Executive Officer

Support Company Executive Officer

Maneuver Company Executive Officers (x3)

Purpose:

Review current unit maintenance status. Align maintenance efforts, identify friction points, discuss lessons learned.

Format:

This military is assigned a Maintenance Officer and Maintenance Chief within their Support Company; tasked to oversee all battalion maintenance. These two Soldiers host the meeting. In some militaries the battalion executive officer or battalion S-4 will host the meeting. The Maintenance Officer reviews all maintenance followed by each company executive officer briefing their current maintenance picture. This helps the Executive Officer understand what companies leaders are handling maintenance as well as which companies may need additional assistance if they demonstrate a weak knowledge of their maintenance outlook or do not appear to understand and apply the priorities to their workload.



MEETING CLOSING COMMENTS



BATTALION MAINTENANCE DATA



COMBAT READINESS						Recurrence				TOTAL	
SYSTEM	AUTH	OH	FAC	MAC	OR	0-30 Days	31-60 Days	>60 Days	>180 Days		
L112	22	22	18	4	82%	14	\$52,600.00	22	\$143,000.00	0	\$0.00
L113	21	21	20	1	95%					42	\$183,600.00
L120	16	16	12	4	75%						
TRUCK MAINT	2	2	2	0	100%						
TRUCK TROOP	8	8	7	1	88%						
TRUCK FUEL											
TRUCK WASTE											

ITEMS				
Type	Number	Model	Expense	Serial
SCHEM	XX-27-001	NVD	10,440.00	4
MMIS	1,272,000	1102	0.00	22



ROLE CALL / AGENDA



ROLE CALL:

- BN Executive Officer (XO)
- BN S-4 (or representative)



BATTALION MAINTENANCE MEETING



THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



BATTLE RHYTHM MEETING STANDARDS

LOGISTICS SYNC



EVENT: Battalion Logistics Synchronization (LOGSYNC)

Frequency: Weekly, Thursday.
Location: Battalion Conference Room
Time: 1030-1130

Audience:

BN Executive Officer
BN S4 (or designated representative)
BN Support Company Maintenance Officer
BN Support Company Maintenance Chief
HQ Company Executive Officer
Support Company Executive Officer
Maneuver Company Executive Officers (x3)

Purpose:

For the staff and subordinate units to provide a timely update to sustainment operations across the battalion and discuss friction points.

Format:

This military is assigned a Maintenance Officer and Maintenance Chief within their Support Company; tasked to oversee all battalion maintenance. The Battalion S-4 is the host. The output of this meeting are logistics adjustments to meet training resource requirements and/or combat operations requirements by priority.

NOTE: This brief is somewhat similar in nature to the maintenance meeting in content and almost always identical in audience ... it can be combined depending on unit equipment complexity and Commander & S4 approach to the logistics problem-set in sum.

CLOSING COMMENTS

HQ COMPANY LOG UPDATE

Upcoming Events – 30 Days/ 60 Days/ 90 Days

EVENT	CLIN(B)	CLV	CLW	RR	SUBMITTED

Sustainment Priorities

1. <data here>
2. <data here>
3. <data here>

BATTALION LOGSYNC REVIEW

Upcoming Events – 30 Days/ 60 Days/ 90 Days

EVENT	CLIN(B)	CLV	CLW	RR	SUBMITTED

Sustainment Priorities


1. L112 Readiness Rate (current 56%)
2. Fuel consumption monitoring (90-Day Survey)
3. Rail Load Operations (90 Days Out)

ROLE CALL / AGENDA

ROLE CALL:

- BN Executive Officer (XO)

BATTALION LOGISTICS SYNCHRONIZATION (LOGSYNC)



THIS TEMPLATE IS AVAILABLE BY REQUEST.

CONTACT SITE MANAGER @
resource_mil@yahoo.com



BATTLE RHYTHM MEETING STANDARDS

COMMAND & STAFF SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

READY & RESILIENT SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

BN-TO-BDE QUARTERLY TRAINING BRIEF



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

CO-TO-BN QUARTERLY TRAINING BRIEF



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS PLANS UPDATE BRIEF



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTLE RHYTHM MEETING STANDARDS

STAFF SECTION SYNC



EVENT: <MEETING EVENT HERE>

Frequency: <DATA>

Location: <DATA>

Time: <DATA>

Audience:

<DATA>

Purpose:

<DATA>

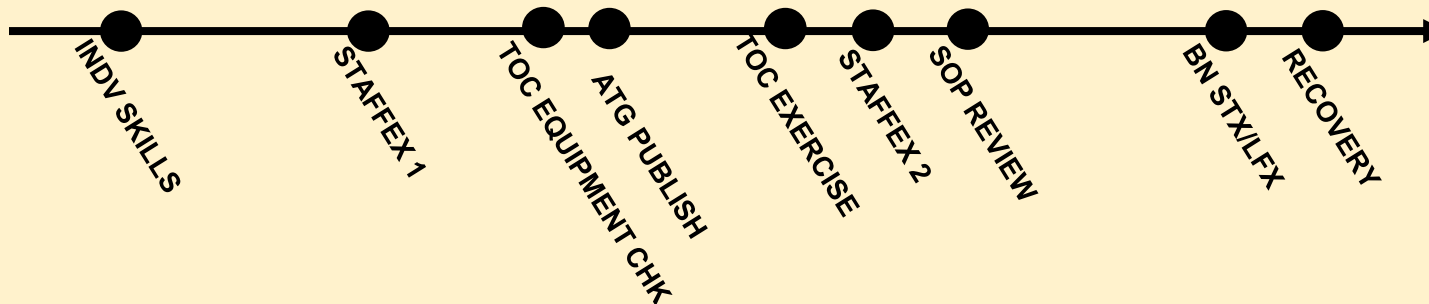
Format:

<DATA>

**THIS MEETING TEMPLATE IS CURRENTLY BEING
DEVELOPED**



BATTALION FY56 LRTC GLIDEPATH



**FY 56 – Q1
(OCT-DEC55)**

**FY 56 – Q2
(JAN-MAR56)**

**FY 56 – Q3
(APR-JUN56)**

**FY 56 – Q4
(JUL-SEP56)**

**INDV SKILLS (NOV)
STAFF OPD (NOV)
HOLIDAY LEAVE (DEC)**

**STAFFEX 1 (FEB)
TOC PMCS (MAR)
ATG GUIDANCE (FEB-MAR)**

**TOC-EX (APR)
STAFFEX 2 (MAY)
SOP REVIEW (MAY)**

**BN STX (JUL)
BN LFX (OCT)
RECOVER (SEP)**

The Annual Glidepath provides a condensed overview of the general progression of main events that drive all subsequent events. This LRTC has minimal data on it and can serve a Battalion as a general means of communicating the year's glidepath.

THIS TEMPLATE IS AVAILABLE BY REQUEST.

**CONTACT SITE MANAGER @
resource_mil@yahoo.com**



LRTC 4th QTR FY56

[illegible]

BN

TASK CYCLE

GREEN

RED

UNIT INSPECTIONS

PLT STX

Motor Pool Operations

BDE / DIVISION - STAFF EXERCISE

Planned OPD - NCOPD Period

10 DAY RECOVERY

Fitness Test

MAINT

LEAVE PERIOD

CO/BN STX EX

GREEN CYCLE

ON LEAVE PAX

ON LEAVE PAX

A CO / B CO / C CO

A CO / B CO / C CO

AMBER CYCLE

ON PASS PAX

ON PASS PAX

ESC

ESC

RED CYCLE

OFF

SERVICES

HHC

THIS TEMPLATE IS AVAILABLE BY REQUEST.

This Battalion lists the large Battalion tasks up top.. And subsequent Company tasks below as well as maintenance service tasks (e.g. annual vehicle services, annual weapon services).

Note the Brigade Level Red-Amber-Green and the subsequent Battalion Company Red-Amber-Green methodology. Red Cycle for this Battalion are the periods where the red designated companies and/or personnel are the ones designated to conduct post tasks or general support tasks.

This Battalion Long Range Training Calendar (LRTC) for this Battalion is published annually with the ATG and updated continuously through the Operations Staff. This product is created within Microsoft Excel.

THIS TEMPLATE IS AVAILABLE BY REQUEST.

**CONTACT SITE MANAGER @
resource_mil@yahoo.com**



Short Range Training Calendar (SRTC) – Example 1



	29SEP-05OCT	06-12OCT	13-19OCT	20-26OCT	27OCT-02NOV	03-09NOV	10-16NOV
	WK01	WK02	WK03	WK04	WK05	WK06	WK07
KEY EVENTS	<ul style="list-style-type: none"> • STAFF DUTY SOP COMPLETE • OPD • S1 SOP REVIEW 	<ul style="list-style-type: none"> • NCOPD EVENT • STAFF ASSISTED INSPECTION VISIT (BDE) 	<ul style="list-style-type: none"> • QUARTERLY TRIANING BRIEF TO BRIGADE • PUBLISH QUARTERLY GUIDANCE 	<ul style="list-style-type: none"> • LEAVE PERIOD • STAFFEX 1 PLANNING SESSION 	<ul style="list-style-type: none"> • BN FTX PLANS REVIEW • STAFFEX 1 COMMANDER UPDATE BRIEF 	<ul style="list-style-type: none"> • MB 11 WINDOW 	<ul style="list-style-type: none"> • VETERAN'S DAY (08-11)
CDR OBJ	<ul style="list-style-type: none"> • PROFESSIONAL DEVELOPMENT 	<ul style="list-style-type: none"> • FAMILY INTEGRATION PREPARATION 	<ul style="list-style-type: none"> • IDENTIFY HIGH RISK SOLDIERS 	<ul style="list-style-type: none"> • PRIORITIZE NOVEMBER MAINTENANCE 	<p>This Battalion Short Range Calendar is useful for Battalion Command and Battalion Staff to coordinate, deconflict, and adjust planning from one week to three months out. This example uses a Microsoft Power Point format that is maintained by the Commander's Assistant, the Commander's Adjutant (S1), or the S3 appointed person. The manager of this calendar system coordinates with the S3 to transpose Long Range Events onto the Short Range Calendar as required.</p>		

WK: / Event: / Date(s):

Location:

Trainer:

Plan Due NLT:

RXL Date:

WK: / Event: / Date(s):

Location:

Trainer:

Plan Due NLT:

RXL Date:

WK: / Event: / Date(s):

Location:

Trainer:

Plan Due NLT:

RXL Date:

THIS TEMPLATE IS AVAILABLE BY REQUEST.

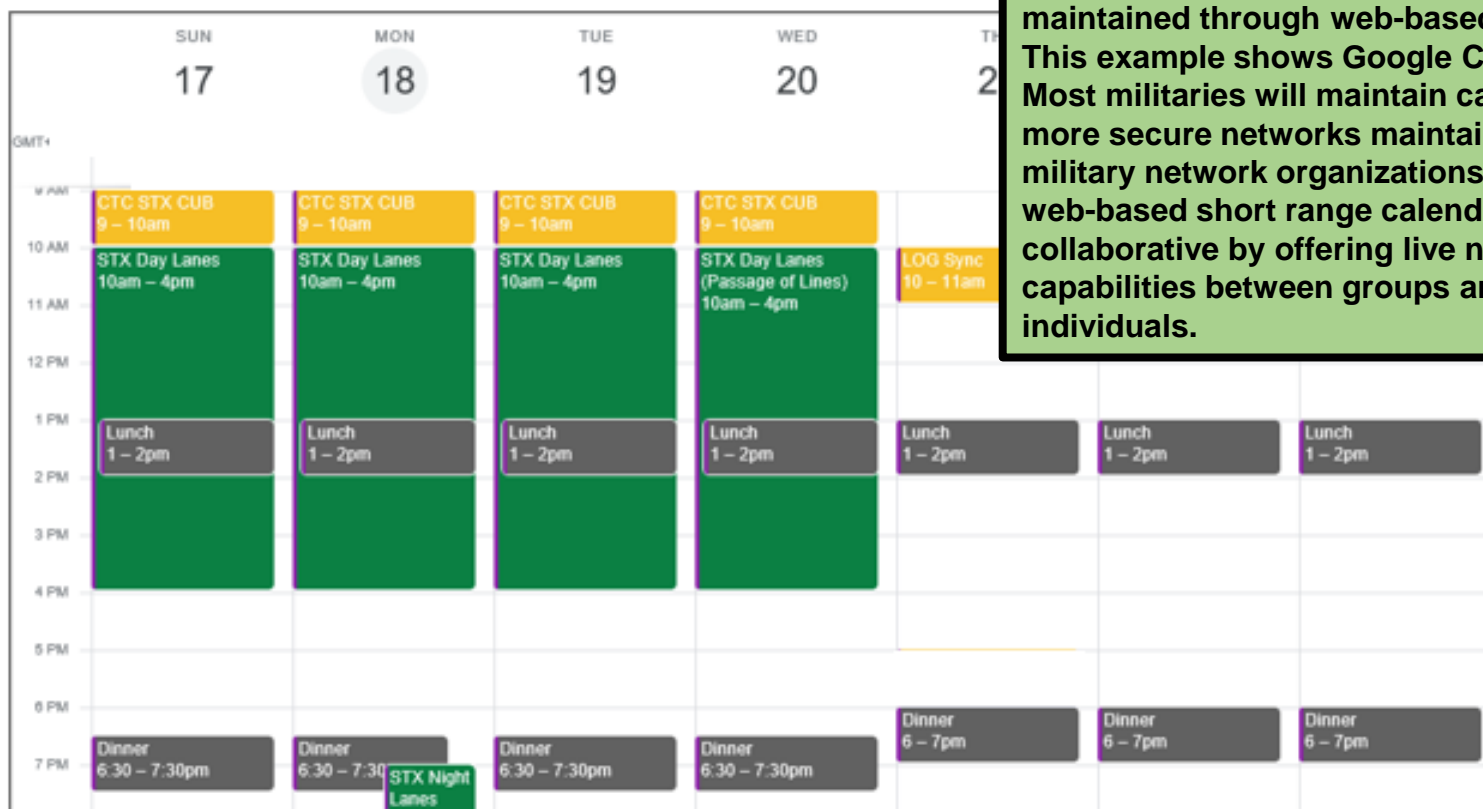
**CONTACT SITE MANAGER @
resource_mil@yahoo.com**



Short Range Training Calendar (SRTC) – Example 2



BN Calendar (Google Calendar View)



This Battalion Short Range Calendar is maintained through web-based software. This example shows Google Calendar. Most militaries will maintain calendars on more secure networks maintained through military network organizations. Online web-based short range calendars are more collaborative by offering live networked capabilities between groups and individuals.

