



DEPARTMENT OF THE ARMY
ALPHA COMPANY, 1ST BATTALION, 78TH 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	01-XX-1234	Conduct an Offense
2	02-XX-2345	Conduct a Defense
3	03-XX-3456	Conduct Protection
4	04-XX-4567	Conduct Sustainment
5	05-XX-5678	Conduct Movement

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

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weeks depicted below (Figure 1).

- b. **Collective Training:** Collective training efforts focus around Enclosure 02 and will be coordinated and planned through the platoon and company leadership at T+6. Collective tasks at the squad-crew and below level are coordinated primarily through the company and platoon leadership with the assistance of battalion training staff. Collective tasks at the platoon and company level are coordinated primarily through the battalion staff, battalion master gunner, company master gunner and commander. It is the intent of most collective training to be focused around the allocated weeks depicted below (Figure 1).

c.

DATE	TRNG	DESC
WK01	SOP/TTP	Refinement of Company SOP
WK01-04	CREW BATS	BATS TRNG (on RAF Mission)
WK01-11	INDVL TRNG	IAW INDVL TSKS (ENCL 02)
WK01-11	REDEP OPS	RAF TO FRKS
WK12-14	(HOLIDAY LEAVE)	(NO TRNG)
WK15-18	INDVL TRNG	IAW INDVL TSKS (ENCL 02)
WK19-20	GUNNERY (III-XII)	COLLECTIVE
WK21-22	SQD-SECT EXERCISES	COLLECTIVE
WK22-23	PLT FTX-LFX	COLLECTIVE
WK24	SPRING BREAK	
WK27-28	CREW BATS	BATS TRNG
WK29	INDVL-CREW TRNG	WPNS (INDVL & CREW)
WK30-32	CO FTX-LFX	COLLECTIVE
WK32-33	BN FTX	COLLECTIVE
WK34-35	UNIT RECOVERY	
WK36-37	EIB INDVL TRNG	IAW INDVL TSKS (ENCL 02)
WK38	VICTORY WEEK	
WK39-41	BRO TIME FOCUSED INDVL	IAW INDVL TSKS (ENCL 02)
WK42-43	SQD-SECT EXERCISES	COLLECTIVE
WK43-44	SUSTAINMENT GUNNERY	CREW
WK45-46	UNIT RECOVERY	
WK47-49	CTC PREPARATION	
WK49-52	CTC 56-10	COLLECTIVE TRAINING

Figure 1

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Commanding

Encl:

- 1 – Alpha Annual Calendar FY56 (*See Example*)
- 2 – Alpha Annual Training Requirements (*From a Military Doctrinal Training Path*)
- 3 – Alpha Albatross TACSOP (*From a Unit SOP*)