



# 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> <div>QTR 2</div> <div>QTR 3</div> <div>QTR 4</div>	<div>1st Mo/QTR</div> <div>2nd Mo/QTR</div> <div>3rd Mo/QTR</div> <div>4th Mo/QTR</div>	<div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div>	Sun	0000	REST PLAN 2200-0500				
				0100					
				0200					
				0300					
				Mon	CMD GROUP SYNC 0900-0930	CMD MAINT 0900-1700	0400		
							0500		
				Tue	STAFF SYNC 0900-1000		0600	Physical Training 0630-0800	REVEILLE @ 0630
							0700		
							0800	CHOW 0800-0900	PERSTAT NLT 0630
							0900		
				Wed	LOG SYNC 0900-1000		1000		
					PLANS UPDATE 1300-1400		1100		
							1200	CHOW 1200-1300	
							1300		
				Thu		SGT TIME TRNG 0630-1700	1400		
							1500		
							1600		
							1700	CHOW 1700-1800	RETREAT @ 1700
				Fri	SoW NLT 1400	CMBT PWR NLT 1400	1800		
						SITREP NLT 1500	1900		
							2000		
							2100		
							2200		
							2300		REST PLAN 2200-0500

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# 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									
0800	Dining Hours									
0830										
0900	0900-1000		0900-1000 BN Staff Sync				0900-1000 LPD/OPORD			
0930	OPS SYNC	Staff Duty Outbrief	0900-1700 Command Maintenance	0930-1130 BDE (Rotating Mtg)			0900-1300 Sergeant's Time Training		0930-1130	
1000									15-6/FLIPL Review	Change of CMD Slot
1030										Plans Update
1100										
1130	1130-1300									
1200	Dining Hours						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	1300-1430 CO Trng Meetings	
1330					Legal Update	Trng Mtg / wk C&S / alt wks	BDE/BN 3 SYNC	BDE Order Published		
1400										
1430										
1500			1500-1600 C2-VAL	1500-1700 BDE-BN	BN Orders Published	BDE/BN CSM SYNC (Wk 3)	BDE Maint Meeting	BN ROTATING MTGS Cmd&Staff (Wk1) Maintenance (Wk2) Training (Wk3) Readiness (Wk4)		
1530			1600-1700 CP-Update	Sect Sync Meetings	BN-CO XO MTG					
1600			1630-1730						1500 Soldier Inspections	
1630										
1700	1700-1830		CDRs Time							
1730	Dining Hours		Staff Duty Inbrief							
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.

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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 <sup>ST</sup> Week				0930-1130 BN Command & Staff		
2 <sup>nd</sup> Week		1300-1400 Maintenance Meeting		0930-1130 BN Training Meeting		
3 <sup>rd</sup> Week				0930-1130 BN Readiness Meeting		
4 <sup>th</sup> 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						

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# BATTLE RHYTHM – SAMPLE EVENT DETAILS



## **BATTLE RHYTHM EVENT DETAILS.**

The Sample Events on the following pages offer event 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 Survivability/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		

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**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						Incumbents			
SYSTEM	AUTH	CM	PMC	MMC	OR	<10 Days	10-20 Days	>20 Days	TOTAL
L112	22	22	18	4	82%	14	\$52,600.00	22	\$143,000.00
L113	21	21	20	1	95%	0	\$120,200.00	0	\$0.00
L120	16	16	12	4	75%	0	\$143,000.00	42	\$183,500.00
TRUCK MAINT	2	2	2	0	100%				
TRUCK TROOP	0	0	7	1	88%				
TRUCK FUEL									
TRUCK WASTE									

ITEMS				
Type	Number	Model	Expense	Serial
SCHEM	XX-27-001	NVD	10,440,000	4
MMIS	1,222,000	1102	0.00000	22



### ROLE CALL / AGENDA



#### ROLE CALL:

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



### BATTALION MAINTENANCE MEETING



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# 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)



1-12IN BN

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# BATTLE RHYTHM MEETING STANDARDS

## COMMAND & STAFF SYNC



**EVENT:** Battalion Command and Staff

**Frequency:** First Week of every month

**Location:** Battalion Conference Room

**Time:** 1400-1600

**Audience:**

BN Commander and Sergeant Major

BN Staff Leads

CO Commanders and First Sergeants

CO Executive Officers

BDE Assistant S3 (Observe Only)

BN Maintenance Chief Warrant Officer

BN Chaplain

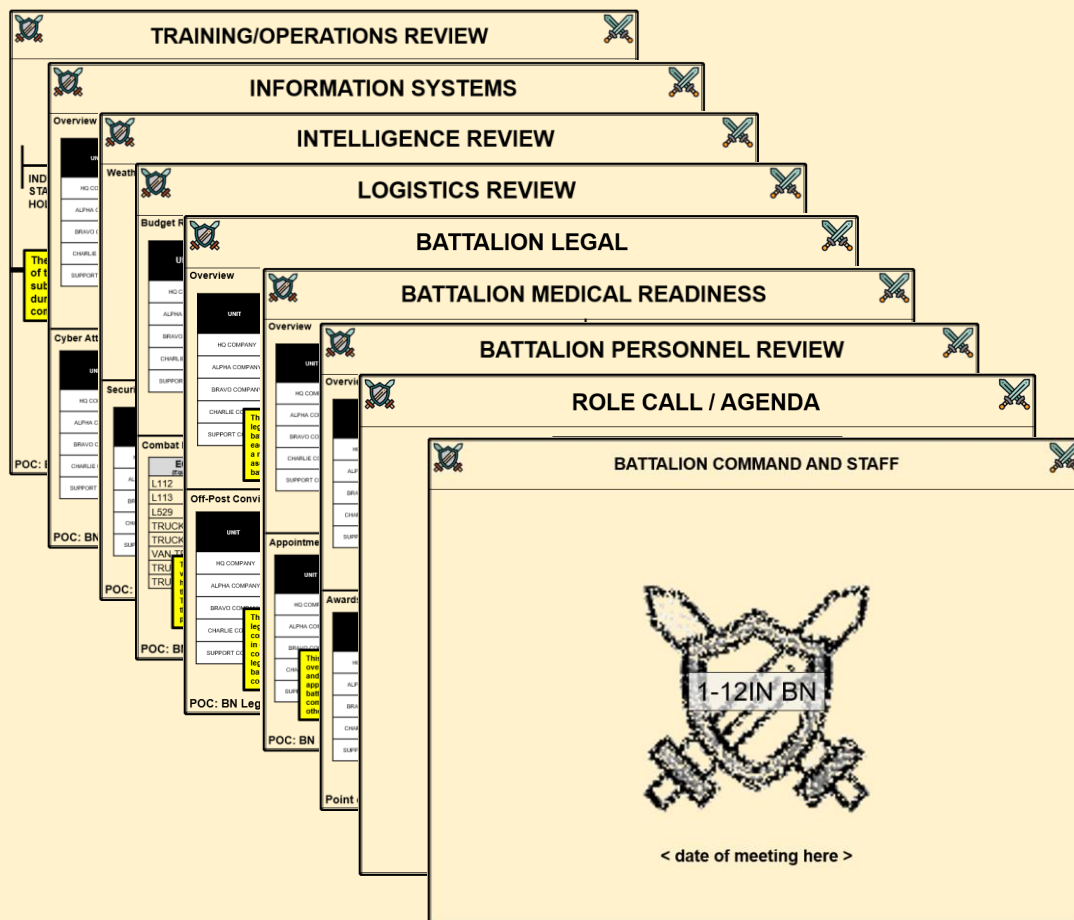
BN Medical, Reconnaissance, and Scout Leaders

**Purpose:**

“The ... synchronization meeting is the key event in the battle rhythm in support of the current operation. Its primary purpose is to synchronize all warfighting functions and other activities in the short-term planning horizon. It is designed to ensure that all staff members have a common understanding of current operations, including upcoming and projected actions at decision points.”  
FM 6-0.

**Format:**

This meeting is hosted by the Battalion Executive Officer. Each staff head and special staff lead updates the command group on current priority data specific to each staff function.



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# BATTLE RHYTHM MEETING STANDARDS

## READY & RESILIENT SYNC



### EVENT: Battalion Ready and Resilient Meeting

**Frequency:** Second Thursday / Every Month

**Location:** Battalion Conference Room

**Time:** 1330-1430

#### Audience:

BN Commander and Sergeant Major

BN Legal

BN Medical Officer

BN S2

BN Chaplain

CO Commanders and First Sergeants

#### Purpose:

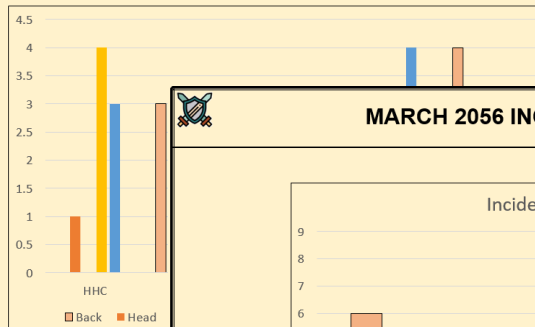
This meeting allows the Battalion and Company Command Groups to collectively address issues that effect Soldier wellness, both physically and behaviorally. This meeting also allows units to share lessons learned on this topic as well as understand the resources available, both current and new, to better address issues.

#### Format:

This meeting is hosted by the Battalion Medical Officer. When possible, outside physical and behavioral specialists are invited to speak and connect to the command groups during this event as well.



### Injuries by Unit



- Sustainment Units on average e
- Combat Units traditionally experi weighted equipment.

Point of Contact (POC): BN



### BEHAVIORAL HEALTH (BH)



Due-Outs from the previous Resilient Meeting:

**Task:** Coordinate command team walk-throughs of medical inpatient ward, military medical hospital, in coordination with brigade surgeon and hospital staff

**Purpose:** Familiarize command teams with the access to behavioral care processes, facilities, and proper referral.

#### Method:

- Course of Action (COA)1: Do
- Likely helpful, but logistically
- COA2: Brigade BH brings BH
- teams
- Convenient time for CDR's s

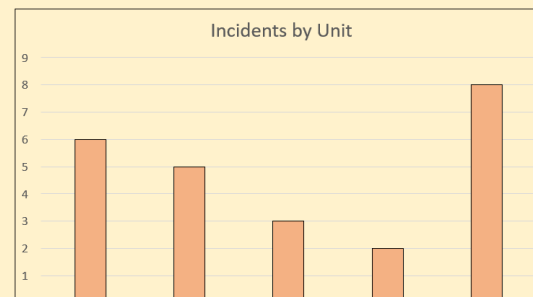
**End state:** Command teams feel pre

**Benefits:** More time to actually disc

### MARCH 2056 INCIDENT BREAK DOWN



#### Incidents by Unit



### BATTALION READY AND RESILIENT



< date of meeting here >

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# BATTLE RHYTHM MEETING STANDARDS

## QUARTERLY TRAINING BRIEF



**EVENT:** Battalion Quarterly Training Brief

**Frequency:** Quarterly, First Tuesday in Quarter

**Location:** Battalion Conference Room

**Time:** 1330-1430

**Audience:**

BN Commander and Sergeant Major

BN (ALL Heads of Departments)

BN Special Staff

Company Command Groups


Brigade Liaison (As available)

**Purpose:**

This meeting allows the Battalion and Company Command Groups to continue to align training goals and ensure training progression is nested with higher command, adjusting when necessary. Trained events, current trained proficiency levels, and future training events are covered.

**Format:**

This meeting is hosted by the Battalion Master Gunner and Battalion S-3 and is presented in a conference room with a digital presentation.

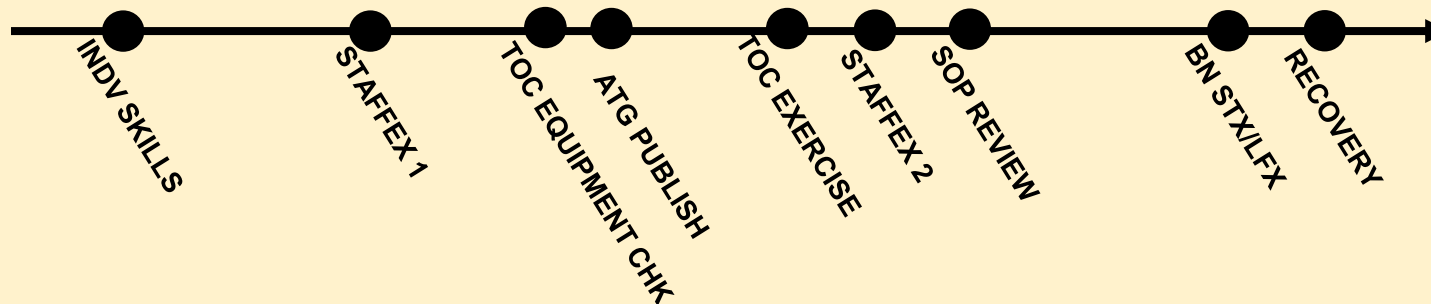
HHC Training Task Review					
<b>Primary Company Tasks</b>					
Staff MDMP – Battalion (BN-324) COA Development – BN-325 Intelligence Preparation – BN-333 Mission Analysis – BN-328 Develop Operations Order – BN-328 Integrate Staff – BN-321 Conduct Rehearsal – BN-335					
<b>Battalion Task Assessment</b>					
4th QTR / FY 56					
Start of Quarter	STAFFEX	Platoon Live	End of Quarter		
Primary Battalion Tasks (Directed)					
<b>Conduct Reconnaissance – BN Team (BN-308)</b> Reconnaissance Plan – BN-310 Observation Post – BN-311 Surveillance and Reporting – BN-312 Unmanned Drone Surveillance and Operations – BN-313					
<b>Conduct Indirect Fires – BN Team (BN-309)</b> Integrate Indirect Fire Support – Company (07-CO-3038) Route a fire mission – BN (BN-322)					
<b>Attack – BN</b> Battle Staff Op Battle Staff Ind Jump a Tactical Maneuver Com Issue a Frigate					
<b>Battalion Mission and Intent</b>					
<b>Mission:</b> The Ghost Battalion closes with and destroys enemy forces using fire, maneuver, and shock effect, or repels his assault by fire and counterattack					
<b>Brigade Mission and Intent</b>					
<b>Mission:</b> During FY56, the Brigade builds and maintains combat ready forces capable of deploying worldwide to win in complex environments					
<b>Commander's Intent</b>					
<b>Purpose:</b> Protect the					
<b>Key Tasks:</b>					
• Master ind					
• Develop a					
Training).					
• Build resili					
• Conduct p					
• Sustain the					
<b>End State:</b>					
<b>Friendly:</b> Brigade S					
with six months of co					
<b>Enemy:</b> Peer and ne					
<b>Terrain:</b> All base tra					
<b>Civilian:</b> Local com					
our communities.					
<b>BATTALION QUARTERLY TRAINING BRIEF</b>					
					
1-12IN BN					
< date of meeting here >					

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# 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.

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# LRTC 4th QTR FY56

[illegible]

**Battalion Task Cycle**

**GREEN** **RED**

UNIT INSPECTIONS BDE / DIVISION - STAFF EXERCISE

Motor Pool Operations

Planned OPD - NCOPD Period

10 DAY RECOVERY

Fitness Test

LEAVE PERIOD PLT STX CO/BN STX MAINT

**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

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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.

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# 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"><li>• STAFF DUTY SOP COMPLETE</li><li>• OPD</li><li>• S1 SOP REVIEW</li></ul>	<ul style="list-style-type: none"><li>• NCOPD EVENT</li><li>• STAFF ASSISTED INSPECTION VISIT (BDE)</li></ul>	<ul style="list-style-type: none"><li>• QUARTERLY TRIANING BRIEF TO BRIGADE</li><li>• PUBLISH QUARTERLY GUIDANCE</li></ul>	<ul style="list-style-type: none"><li>• LEAVE PERIOD</li><li>• STAFFEX 1 PLANNING SESSION</li></ul>	<ul style="list-style-type: none"><li>• BN FTX PLANS REVIEW</li><li>• STAFFEX 1 COMMANDER UPDATE BRIEF</li></ul>	<ul style="list-style-type: none"><li>• MB 11 WINDOW</li></ul>	<ul style="list-style-type: none"><li>• VETERAN'S DAY (08-11)</li></ul>
CDR OBJ	<ul style="list-style-type: none"><li>• PROFESSIONAL DEVELOPMENT</li></ul>	<ul style="list-style-type: none"><li>• FAMILY INTEGRATION PREPARATION</li></ul>	<ul style="list-style-type: none"><li>• IDENTIFY HIGH RISK SOLDIERS</li></ul>	<ul style="list-style-type: none"><li>• PRIORITIZE NOVEMBER MAINTENANCE</li></ul>	<div>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.</div>		

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**

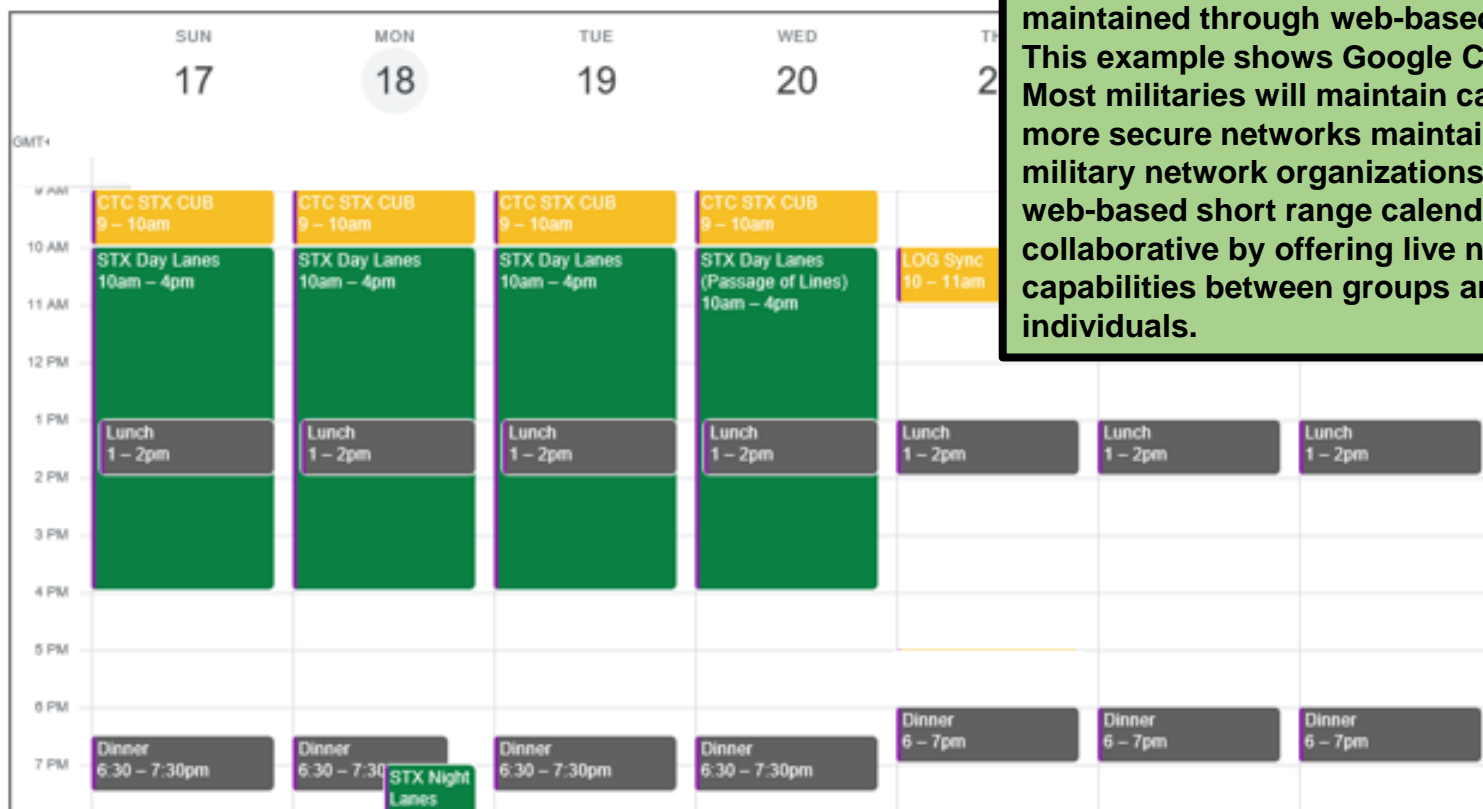




# Short Range Training Calendar (SRTC) – Example 2



## 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.

