

## **ANNUAL TRAINING GUIDANCE: THE COMPANY**

THE DOCUMENT BELOW IS A RECOMMENDED WAY A COMPANY COMMANDER ISSUES TRAINING GUIDANCE. THE DRIVER FOR EVERYTHING A COMPANY DOES PIVOTS AROUND AND EXTENDS FROM THIS DOCUMENT.

A COMMANDER AND HIS STAFF (FIRST SERGEANT AND EXECUTIVE OFFICER) WORK TO RELEASE THIS GUIDANCE EVERY YEAR. IDEALLY, THIS GUIDANCE IS RELEASED APPROXIMATELY THREE MONTHS PRIOR TO THE YEAR FOR WHICH IT APPLIES.

THE IMPORTANCE OF RELEASING THIS GUIDANCE IS NOT ONLY TO FORECAST WHEN EVENTS WILL BE SCHEDULED THROUGHOUT THE YEAR SO THAT A UNIT IS PREPARED FOR EVENTS, BUT THAT SO EACH SOLDIER AND FAMILY MEMBER OF THE SOLDIER HAS A MORE PREDICTABLE TIME TABLE FOR THEIR YEAR. THIS GIVES FAMILIES AND SOLDIERS A GREATER ABILITY TO PLAN ON FAMILY EVENTS AND TO STRENGTHEN OVERALL RESILIENCY FOR THE SOLDIER, AND ULTIMATEY THE ARMY.

**DATE: AUGUST 2021**



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

YOUR MILITARY'S STANDARD  
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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 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.

FIRST PARAGRAPH OUTLINES THE  
PURPOSE OF THIS DOCUMENT

2. **Mission Essential Tasks (MET):** Company A, Albatross, is progressing progressive training to achieve unmatched proficiency in all five METs.

SECOND PARAGRAPH OUTLINES  
PRIMARY TASKS THAT THIS UNIT  
NEEDS TO BE TRAINED ON AS A  
COMPANY

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.

- a. **Individual & Crew Training:** Individual training is planned through the platoon and company level. Training tasks are prioritized according to the degree of difficulty to the collective tasks they fall within. Individual training occurs every week of every year. It is the intent of most individual and crew training to be focused around the allocated weeks depicted below (Figure 1).

THIRD PARAGRAPH OUTLINES THE  
TRAINING PROGRESSION BROKEN  
DOWN INTO TWO CATEGORIES...  
INDIVIDUAL (& CREW IF  
MECHANIZED), AND COLLECTIVE.

- 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
WK01-11	REDEP OPS	RAF TO FRKS
WK12-14	(HOLIDAY LEAVE)	(NO TRNG)
WK15-18	INDVL TRNG	IAW INDVL TSKS
WK19-20	GUNNERY (III-XII)	COLLECTIVE
WK21-22	SQD-SECT EXERCISES	COLLECTIVE
WK22-23	PLT FTX-LFX	COLLECTIVE
WK24	SPRING BREAK	THIS IMAGE DEPICTS THE ANNUAL SIGNIFICANT EVENTS THAT PROGRESS FROM WEEK 1 TO WEEK 52. A MORE IN-DEPTH CALENDAR IS COVERED WITHIN THE ENCLOSURE LABELED 'ANNUAL CALENDAR'.
WK27-28	CREW BATS	
WK29	INDVL-CREW TRNG	
WK30-32	CO FTX-LFX	
WK32-33	BN FTX	
WK34-35	UNIT RECOVERY	
WK36-37	EIB INDVL TRNG	
WK38	VICTORY WEEK	
WK39-41	BRO TIME FOCUSED INDVL	
WK42-43	SQD-SECT EXERCISES	
WK43-44	SUSTAINMENT GUNNERY	CREW
WK45-46	UNIT RECOVERY	
WK47-49	CTC PREPARATION	
WK49-52	CTC 56-10	COLLECTIVE TRAINING

Figure 1

Peter Parker  
CPT, IN  
Commanding

THE COMMANDER SIGNS THIS DOCUMENT BEFORE MAKING IT AVAILABLE TO THE COMPANY.

**Encl:**

- 1 – Alpha Annual Calendar FY56
- 2 – Alpha Albatross SOP
- 3 – Alpha Resilience Meeting
- 4 – Alpha Professional Development

ENCLOSURES (ENCL) PROVIDE A MORE IN-DEPTH LOOK AT THE COMPANY GUIDANCE AND SOPs THAT DRIVE HOW A COMPANY OPERATES. THIS COMPANY HAS CHOSEN THESE FOUR AS A WAY TO PROVIDE A SIMPLIFIED CONSOLIDATED APPROACH TO INFORMING EVERYONE HOW IT CONDUCTS BUSINESS.

## **ENCLOSURE 1 – ALPHA ANNUAL CALENDAR FY56**

### **ANNUAL CALENDAR: THE COMPANY**

PREDICTABILITY IS KEY. PLANNING AGAINST AN ANNUAL TIME HORIZON ALLOWS MAXIMUM PREDICTABILITY WHILE AFFORDING THE COMMANDER THE OPPORTUNITY TO KNOW AN ENDSTATE, AND ADJUST THE PLAN AS THE ENVIRONMENT AROUND THE COMPANY CHANGES.

CHANGES ARE INEVITABLE, A PLAN ALLOWS THE COMPANY TO ADJUST COURSE WHILE SIMULTANEOUSLY UNDERSTANDING WHERE IT NEEDS TO END UP.

THIS COMPANY USES A BATTLE RHYTHM TO ADDRESS ROUTINE EVENTS, AS WELL AS AN ANNUAL CALENDAR TO PLOT THE PROGRESSION OF TRAINING EVENTS THROUGHOUT THE YEAR.

SEE WEB RESOURCE TITLED 'CALENDAR & BATTLE RHYTHM'

**DATE: AUGUST 2021**

## **ENCLOSURE 2 – ALPHA STANDARD OPERATING PROCEDURE**

### **STANDARD OPERATING PROCEDURE: THE COMPANY**

IN ADDITION TO THE FOUNDATIONAL ANNUAL TRAINING GUIDANCE (ATG), THE COMPANY MAINTAINS A SOP THAT DRIVES HOW THE COMPANY CONDUCTS ROUTINE OPERATIONS, FROM WHAT EVERYONE'S ROLES ARE TO CONDUCTING AN OPERATION.

FIELD MANUAL 3-0 REITERATES THAT STANDARDIZATION INCREASES EFFICIENCY OF OPERATIONS. COMMANDERS DEVELOP DETAILED STANDARD OPERATING PROCEDURES FOR ALL ASPECTS OF OPERATIONS, INCLUDING ROLES AND RESPONSIBILITIES, MAINTENANCE STANDARDS, BATTLE DRILLS, EQUIPMENT STANDARDS, AND REPORTING PROCEDURES. DOING THIS MAKES MANY ACTIVITIES ROUTINE. STANDARDIZATION PREPARES SOLDIERS TO MORE EFFECTIVELY EXECUTE DRILLS AND PROCEDURES NO MATTER THE OPERATIONAL TEMPO AND STRESS.

COMPANIES REVIEW THEIR SOP ANNUALLY AND UPDATE IT AS CHANGES OCCUR. THE EXECUTIVE OFFICER IS CHARGED ADMINISTRATIVELY WITH MAINTAINING THIS PRODUCT.

**DATE: AUGUST 2021**

## **ENCLOSURE 3 – ALPHA RESILIENCE MEETING**

### **SOLDIER RESILIENCE: THE COMPANY**

RESILIENCE IS A KEY TENANT TO MAINTAINING A HEALTHY UNIT. THIS COMPANY HAS CHOSEN TO PLACE ITS ROUTINE RESILIENCE MEETING AS THE DRIVER TO RESILIENCE. FROM THIS MEETING A FIRST SERGEANT CAN OUTLINE THE HEALTH OF A SOLDIER, AND SUBSEQUENTLY THE HEALTH OF THE UNIT.

FROM THIS BATTLE RHYTHM EVENT, THE NON-COMMISSIONED OFFICERS CAN DRIVE EFFORTS AIMED AT IMPROVING AND SUSTAINING THE HEALTH OF THE UNIT, BOTH PHYSICALLY AND BEHAVIORALLY.

COMPANIES REVIEW THE CONTENT OF THIS MEETING ANNUALLY AND UPDATE IT AS CHANGES OCCUR. THE FIRST SERGEANT IS CHARGED ADMINISTRATIVELY WITH MAINTAINING THIS PRODUCT AND CONDUCTING THIS MEETING.

SEE WEB RESOURCE TITLED 'UNIT RESILIENCE'

**DATE: AUGUST 2021**

## **ENCLOSURE 4 – PROFESSIONAL DEVELOPMENT**

### **PROFESSIONAL DEVELOPMENT: THE COMPANY**

GROWTH AS A UNIT AND AS INDIVIDUALS IS PARAMOUNT TO A LETHAL UNIT. SOLDIERS AND UNITS THAT ARE NOT PERSISTENTLY DRIVEN ACADEMICALLY DO NOT PRODUCE BATTLEFIELD EFFECTS AS EFFICIENTLY.

THE COMMANDER DRIVES THIS PROFESSIONAL DEVELOPMENT THROUGH CONTINUOUS ANNUAL ENGAGEMENTS. THIS IS DONE IN CONJUNCTION WITH ROUTINE PERFORMANCE COUNSELINGS AND EVALUATIONS THAT CONTINUOUSLY ASSIST SOLDIERS WITH PERSONAL DEVELOPMENT GOALS.

THE COMMANDER IS CHARGED AS THE ACADEMIC DRIVER OF THEIR UNIT. THIS IS PLANNED AND EXECUTED IN COORDINATION WITH ALL UNIT LEADERS; FROM THE SQUAD LEADER TO THE FIRST SERGEANT.

SEE WEB RESOURCE TITLED 'PROFESSIONAL DEVELOPMENT'

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