

ANNUAL TRAINING GUIDANCE (ATG)

THE DOCUMENT BELOW DEMONSTRATES ONE WAY A COMPANY ISSUES ITS ANNUAL TRAINING GUIDANCE. THIS CORE DOCUMENT ACTS AS THE DRIVER TO ALL COMPANY OPERATIONS; OPERATIONS CENTERED UPON THE COMPANY'S PRESCRIBED ANNUAL TRAINING GLIDEPATH.

A COMMANDER RELEASES THIS GUIDANCE EVERY YEAR; THREE MONTHS PRIOR TO THE YEAR FOR WHICH IT APPLIES.

DELIBERATE ANNUAL PLANNING GREATLY IMPROVES THE MANNER IN WHICH LIMITED RESOURCES ARE ALLOCATED. ADDITIONALLY, A DELIBERATE PLAN PROVIDES EACH SOLDIER AND THEIR FAMILY MEMBERS WITH MORE PREDICTABILITY. RESILIENT SOLDIERS AND FAMILIES ARE THE CORNERSTONE TO A RESILIENT MILITARY.

DATE: AUGUST 2021



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

PREScribed HEADER OF UNIT
ISSUING GUIDANCE HERE

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. THESE PRIMARY
TASKS ACT AS A GUIDE TO ALL
SUBSEQUENT UNIT TASKS.

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 importance 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/SMALL UNIT 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 CORE 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. THIS COMPANY HAS CHOSEN THESE FOUR PRIMARY SUB-DOCUMENTS AS A WAY TO PROVIDE SUPPLEMENTAL INFORMATION TO GUIDE COMPANY OPERATIONS.

ENCLOSURE 1 – ALPHA ANNUAL CALENDAR FY56

ANNUAL CALENDAR: THE COMPANY

PLANNING USING AN ANNUAL TIME HORIZON MAXIMIZES PREDICTABILITY. OPERATIONAL CHANGES ARE INEVITABLE; PLANNED TIMELINES MAKE ADJUSTMENTS TO OPERATIONS MORE EFFICIENT.

THIS COMPANY USES A BATTLE RHYTHM TO ADDRESS ROUTINE EVENTS, AS WELL AS AN ANNUAL CALENDAR AND ANNUAL GLIDEPATH 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 ANNUAL TRAINING GUIDANCE (ATG), THE COMPANY MAINTAINS A SOP THAT DRIVES HOW THE COMPANY CONDUCTS ROUTINE OPERATIONS.

FIELD MANUAL 3-0 STATES 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

THIS COMPANY HAS CHOSEN TO PLACE ITS ROUTINE RESILIENCE MEETING AS THE DRIVER TO RESILIENCE. FROM THIS MEETING THE FIRST SERGEANT CAPTURES AND VOCALIZES THE TOTAL UNIT RESILIENCE, AND SUBSEQUENTLY THE LETHALITY OF THE UNIT.

THE NON-COMMISSIONED OFFICERS USE THIS REGULARLY OCCURRING EVENT TO 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’

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ENCLOSURE 4 – PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT: THE COMPANY

“COMMANDERS ARE RESPONSIBLE FOR A LEADER DEVELOPMENT PROGRAM AND A CLIMATE IN WHICH LEARNING OCCURS TO BUILD STRONGER SUBORDINATES. LEADER DEVELOPMENT IS A CONTINUOUS AND PURPOSEFUL PROCESS THAT CAN INCLUDE ASSIGNED PROFESSIONAL READINGS, A LEADER PROFESSIONAL DEVELOPMENT (LPD) PROGRAM, STAFF RIDES, AND OTHER CAREER ENHANCING ACTIVITIES.” TC 6-0.2

THE COMMANDER DRIVES PROFESSIONAL DEVELOPMENT THROUGH CONTINUOUS ENGAGEMENT. 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. PROFESSIONAL DEVELOPMENT EVENTS INCORPORATE ALL UNIT LEADERS; FROM THE SQUAD LEADER TO THE FIRST SERGEANT.

SEE WEB RESOURCE TITLED ‘PROFESSIONAL DEVELOPMENT’

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