



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO P1500.4K

S-3

22 OCT 1997

GROUP ORDER P1500.4K

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR TRAINING (SHORT TITLE:
SOP FOR TRAINING)

Ref: (a) MCO 1500.52A
(b) MCO 1510.25C
(c) MCO 1510.34A
(d) MCO 1550.3M
(e) MCO 1553.1B
(f) MCO 1553.3
(g) MCO P1553.4
(h) MCO 3574.2H
(i) MCO 3591.2J
(j) MCO 5390.2D
(k) MCO 6100.3J
(l) MCO 6100.10B
(m) MCO 6200.1D
(n) NAVMC 2767
(o) NAVMC 2771
(p) FMFM 0-8
(q) WgO P1500.2D
(r) WgO 6200.1D

Encl: (1) LOCATOR SHEET

1. Purpose. To provide instructions for standardized training procedures within Marine Aircraft Group 12 (MAG-12).

2. Cancellation. GruO P1500.4J.

3. Action. Training within MAG-12 shall be guided by the policies and instructions contained in references (a) through (r). Squadron Commanders will ensure that training is conducted in accordance with this directive.

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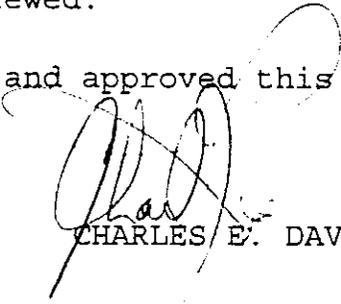
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GruO P1500.4K

22 OCT 1997

4. Summary of Revision. This revision contains a number of changes and should be completely reviewed.

5. Certification. Reviewed and approved this date.



CHARLES E. DAVIS

DISTRIBUTION: A

22 OCT 1997

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR TRAINING (SHORT TITLE:
SOP FOR TRAINING)

Location:

(Indicate locations of copy(ies) of this Manual.)

SOP FOR TRAINING

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. CONCEPT. The Marine Corps mission requires that every Marine perform his assigned duties effectively whether in garrison or actual combat. Therefore, all training must be directed toward overall mission accomplishment.

1001. MISSION OBJECTIVE. The mission objective of training is to enhance the professional development of the individual Marine and the overall effectiveness of each organization.

1002. CATEGORIES OF TRAINING. All training requirements have been placed in six categories and are listed below in order of priority:

1. Mission-Oriented Training. Training which ensures every Marine is able to perform assigned duties in support of the unit's mission. It is the responsibility of each commander to determine, based on an analysis of the mission, the knowledge and skills (stated in terms of performance objective) needed by each Marine assigned to a unit. Commanders will conduct, document, and evaluate mission-oriented training to ensure each Marine is trained to support the unit's mission.

2. Skill Progression Training. Training received subsequent to initial skill qualification training, which provides Marines with additional skills and knowledge in their Military Occupational Skill (MOS) to perform at a more skilled level or in a supervisory position.

3. Functional Training. Those skills which require additional training without changing the Marine's primary specialty. Examples of functional training are: Drug and Alcohol Instructor Training, Marksmanship Instructor Training, Drill Instructor School, Recruiter School, etc.

4. Professional Development Education. Training and education which provides a Marine with the knowledge and attitude necessary for increased grade and responsibility. Unlike skill progression

training, which leads to a specific skill, professional development education increases overall professional competence in general military education as presented in Noncommissioned Officer schools, Staff Noncommissioned Officer Academies, Amphibious Warfare School, and Command and Staff College.

5. Battle Skills/Essential Subjects Testing (BST/EST). BST/EST testing will be conducted per reference (1). Training/evaluation will be accomplished through practical application and observation and will be concurrent with other training. This policy gives commanders maximum flexibility in utilizing limited time, assets, and man power.

6. Related Training. Related training covers a variety of subjects and augments or supports other individual training conducted at the unit level. Related training includes, but is not limited to: troop information, drug and alcohol abuse control, standards of conduct, and traffic/safety training. Commanders will conduct, document, and evaluate related training as prescribed by directives which pertain to those categories of training.

1003. NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE (NBCD). Commanders will ensure that each Marine in their command attends at least one gas chamber training session annually. NBCD will be incorporated into all mission-oriented training.

1004. TRAINING DEFERRAL. Once training requirements are prioritized and a training plan developed, it may become apparent that requirements exceed the time available for training. Disparities shall be resolved giving consideration to the mission requirements. Training requirements listed in paragraph 1002 may be deferred in ascending order of training categories. All deferrals/exemptions will be for a specified period of time. Training which has been deferred must be accomplished within the remaining non-deferral period of time left in the calendar year. Submit requests for exemptions, via the appropriate chain of command, to Commanding General, 1st Marine Aircraft Wing (G-3T) as soon as the deficiency is noted. The request must include the following:

1. Identification of the training to be deferred.
2. Specific period of time for which deferral is requested.

3. Schedule of planned training for the requested deferral period.
4. Anticipated increase in unit readiness if deferral is granted.
5. Justification for deferral.

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CHAPTER 2

TRAINING MANAGEMENT

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CHAPTER 2

TRAINING MANAGEMENT

2000. BACKGROUND. Commanders will ensure that each period of instruction is monitored to maintain quality of instruction. Critique sheets will be available to the assigned monitor to assist in the evaluation of the instructor. Commanders will retain a copy of critique sheets at the unit level for at least two years.

2001. TRAINING RECORDS. As required by reference (b), the Basic Training Record (BTR) and Basic Individual Record (BIR) will be maintained on all Marines assigned. A current BTR and BIR will be placed in each Marines', Service Record Book (SRB), or Officer Qualification Record (OQR).

2002. LESSON PLANS. Lesson plans may be used to ensure terminal training objectives of any training standard are met. The use of lesson plans is the commander's prerogative. The use of standardized or locally produced lesson plans is encouraged.

2003. ATTENDANCE ROSTERS. Class attendance rosters will be completed for all periods of instruction and will be maintained for a period of two years.

2004. TRAINING DIRECTIVES

1. Training SOP. Training SOPs will be developed and published by all squadrons. The training SOP must outline and implement the unit training program in sufficient detail to ensure Marines are trained to win on the modern battlefield. All training SOPs must contain, but are not limited to, the following:

a. Definition of the unit's mission.

b. Training objectives, including interim objectives determined necessary for the accomplishment of each stated objective.

c. Specific mission oriented objectives, including the method of training selected, to ensure accomplishment for each stated objective.

2. Annual Training Plan. The annual training plan is a planning directive by which a commander identifies known training requirements and establishes training priorities for the calendar year. Squadrons will prepare and publish an annual training plan no later than the last working day of November preceding the calendar year for which the plan is published. Appendix A contains a sample Annual Training Plan.

3. Leadership Training Plan. The annual leadership training plan may be incorporated into the annual training plan. Reference (i) contains a sample leadership training plan. This plan is due the same day as the annual training plan.

4. Quarterly Training Plan. The quarterly training plan will be prepared from information published in the annual training plan. This plan will amplify the organization's training objectives and the order in which they will be accomplished. Squadrons will prepare and publish quarterly training plans no later than the first working day during the month preceding the quarter for which the plan is published. Appendix B contains a sample quarterly training plan.

5. Monthly Training Bulletin. Monthly Bulletins will be prepared by each squadron based on the commander's training goals specified in the Quarterly Training Bulletin. Bulletins will provide a detailed schedule of all training for the upcoming month.

2005. TRAINING REPORTS

1. Quarterly NBCD Status Report. Submit to MAG-12 (NBC) by the 2nd working day following the end of each quarter. Information on this report is contained in appendix C.

2. Monthly Training Status Report. Monthly consolidated training reports will be submitted to MAG-12 (S-3T) by the 3rd working day following the end of each month. The training status report will be submitted in the format contained in appendix D.

3. Monthly Formal Schools Report. Monthly consolidated formal schools reports will be submitted to MAG-12 (S-3T) by the 26th of each

month. Reports will include the following for each Marine attending a formal school:

- a. Name
- b. Rank
- c. SSN/MOS
- d. Course number
- e. Course Title
- f. Ton #
- g. Status (completed, attending, dropped, failed, etc.)

4. Weekly Training Highlights. Squadrons will submit a weekly training highlights report consisting of a daily listing of significant, unique, or particularly interesting training event to include all live fire training (with the exception of rifle and pistol requalification).

a. Units will include, but are not limited to the following:

- (1) All live fire.
- (2) Civic action projects or other community related activities.

b. The weekly report will cover a one week period, Saturday through Friday and is due to MAG-12 (S-3T) no later than 1200 on Thursday. This report will be consolidated and forwarded to 1st MAW (G-3T). Highlights will be submitted using the format in appendix E.

2006. INSPECTIONS. Commanders will conduct inspections, formal or informal, to ensure their training goals and requirements are met per reference (n). Unit Deployment Program (UDP) squadrons will not normally receive formal inspections from 1st MAW; however Staff Assist Visits (SAV) are available from MAG-12 and 1st MAW Training.

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CHAPTER 3

SCHOOL QUOTAS AND CORRESPONDENCE COURSES

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CHAPTER 3

SCHOOL QUOTAS AND CORRESPONDENCE COURSES

3000. GENERAL. The Third Marine Division (3d MarDiv), in accordance with 3d Marine Division Schools Catalog, assigns all quotas for Western Pacific (WESTPAC) schools. The catalog is the source of information concerning schools in the WESTPAC area. Unit Commanders will use these schools as part of their training program.

3001. SCHOOL QUOTAS

1. MAG-12 (S-3T) will contact Squadrons when courses become available and will process quota requests. These requests will be compiled by MAG-12 Training and forwarded to 1st MAW Training. When quotas are assigned by the 1st MAW, MAG-12 Training will allocate available quotas to the units based upon training priorities and their original request. When the number of quotas received by MAG-12 is less than requested, quotas will be assigned to squadrons based on the priorities established by MAG-12 and higher headquarters.
2. The names of the personnel assigned to the various schools will be submitted to MAG-12 Training, using appendix F, at least fifteen days prior to the class convening date for the particular school. It is emphasized that when the unit requests quotas for schools, they must be prepared to fill the quotas.
3. Marines assigned to the schools must possess the prerequisites set forth for their assigned school. Marines that are attending off-duty education and are receiving tuition assistance, will not be assigned to courses that will not permit them to continue their off-duty education.
4. When unforeseen circumstances arise that require extra school quotas, an additional school request must be made to MAG-12 (S-3T) utilizing appendix F.
5. Division Schools Checklist. Commanding Officers will ensure that personnel reporting to a school of:

- a. 14 days or less will have in their possession:
 - (1) Uniform of the Day.
 - (2) Orders.
 - (3) Health and comfort items.
 - (4) Utility uniforms.
 - (5) Sufficient funds to cover expenses.
- b. 15 days or more, in addition to the items listed above:
 - (1) Medical and dental records.
 - (2) Service Record Book.

3002. MILITARY CORRESPONDENCE COURSES

1. Marine Corps Institute (MCI)

- a. MCI is the official correspondence training activity of the Marine Corps. Commanding Officers will establish, document, and conduct an MCI Correspondence Program per the direction, policy, and guidance contained in the MCI Procedures Manual. For course availability, check the current Semi-Annual MCI Catalog.
 - b. Commanding Officers will ensure enrollment in the required correspondence courses available through the Marine Corps Institute (MCI).
 - c. Each unit will receive two copies of the MCI Unit Activity Report (UAR), both copies will be audited and then signed by the unit Commanding Officer. Within five working days after the receipt of the UAR, one copy will be returned to MCI, and one maintained in the unit training files.
2. Other Services Correspondence/Extension Courses. Marines eligible for enrollment in MCI are similarly eligible for enrollment in the military correspondence courses provided by other services.

Applications will be submitted via the appropriate chain of command. MCAS Iwakuni Education Office has most of the other services catalogs available for reference.

3. Correspondence courses will not be used as a substitute for individual or unit training, but rather as a means of supplementing training.

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CHAPTER 4

MARKSMANSHIP TRAINING

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CHAPTER 4

MARKSMANSHIP TRAINING

4000. GENERAL. Marine Corps policy requires that every Marine be qualified and thoroughly trained with weapons appropriate to rank and duty assignment. Due to a lack of range facilities at MCAS Iwakuni and surrounding areas, rifle qualification for personnel assigned to MAG-12 are waived, by the Commander Marine Forces, Pacific.

4001. RESPONSIBILITIES. All officers below the grade of Colonel, all Staff Noncommissioned Officers (SNCO) and other enlisted Marines who by T/O carry the 9mm pistol, will qualify annually with the 9mm pistol. Familiarization firing will be accomplished by those Marines that require such training. Commanders are responsible for the conduct of marksmanship training within their unit. References (h) and (q) outline the procedures and requirements for firing.

4002. SCHEDULING AND LIAISON

1. Deployed squadrons will not utilize host base facilities while on deployment. Squadrons will conduct qualification before arriving here on MCAS Iwakuni.
2. Squadrons located at MCAS Iwakuni will not utilize the small arms range for familiarization firing and annual pistol qualification firing per reference.
3. MALS-12, MAG-12 (PSD) and VMFA-212 will submit pistol range requests, using appendix G, to the Noncommissioned Officer in Charge (NCOIC), Marksmanship Training Unit (MTU) Iwakuni, and copy to MAG-12 (S-3T and Armory) eight working days prior to the range convening date. Requesting squadrons will:
 - a. Conduct preparatory training as required by references (h) and (q).
 - b. Appoint a Range Safety Officer (RSO). The RSO will be annotated on the pistol range request and must be an officer or SNCO. The RSO will be present for all firing and will be familiar with

references (h) and (q).

c. Provide a minimum of four coaches per detail. All coaches must be an Officer, SNCO, or must be 8531 qualified.

d. Provide two individuals for a working party. These individuals will report to the range NCO at 0700 on the first day of the range.

e. Coordinate issuing of weapons with the MAG-12 Armory and provide transportation for personnel firing to arrive no later than 0700 each day.

f. All individuals assigned to the range will attend a safety lecture given the first day of the range at 0730 by the MTU.

4003. RECORDS. A record of all firing (familiarization and qualification) will be entered into the Manpower Management System (MMS). Additionally, training officers will ensure that all required OQR/SRB entries are made.

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CHAPTER 5

MARINE COMBAT WATER SURVIVAL TRAINING

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CHAPTER 5

MARINE COMBAT WATER SURVIVAL TRAINING

5000. ACTION

1. As a minimum, every Marine will be qualified as a fourth class swimmer (S-4), unless higher qualification standards are required by billet, MOS, or unit mission according to reference (c).
2. Commanders will maintain a sufficient number of water survival instructors and assistant instructors necessary to implement the above program.
3. Personnel who fail to achieve the minimum standards will receive remedial training.

5001. SCHEDULING

1. While in Iwakuni Squadrons may use the main gym pool for water survival training. Deployed units are encouraged to use host base facilities as much as feasible.
2. Units desiring to schedule use of the pool will submit a letter, via Marine Aircraft Group 12 (S-3), to the Commanding Officer, Headquarters and Headquarters Squadron (S-3T) with the swim instructor's name, the names of qualified safety swimmers (CPR/basic life-guarding qualified by the Red Cross), and the number of Marines to be trained.

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CHAPTER 6

WEIGHT CONTROL, MILITARY APPEARANCE AND PHYSICAL FITNESS

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CHAPTER 6

WEIGHT CONTROL, MILITARY APPEARANCE AND PHYSICAL FITNESS

6000. GENERAL. It is essential for the combat effectiveness of MAG-12 that each Marine be physically fit. The habits of self-discipline required to gain and maintain a healthy body, inherent to the Marine Corps way of life, must be part of the character of every Marine.

6001. OBJECTIVES. The objectives of MAG-12's weight control, military appearance, and physical fitness programs are:

1. To contribute health and well-being to all Marines by constantly monitoring weight and personal appearance.
2. To ensure that all Marines who do not meet established weight standards are counseled and given the opportunity to meet the standards.
3. To strongly encourage all Marines to set the example by their appearance and adherence to acceptable weight standards.

6002. WEIGHT CONTROL

1. Policy

a. A Marine is overweight when their weight exceeds the maximum allowable weight standard contained in reference (h).

b. The monitoring of a Marine's weight is the responsibility of the Marine's Commanding Officer. Certification of a Marine's health and ability to participate in a weight control and physical conditioning program will be verified by a Medical Officer (MO) or an appropriately credentialed health care provider (ACHCP). When a Marine is overweight, a MO or the ACHCP shall prescribe a diet to help the Marine return to an acceptable weight.

c. Personnel assigned to Weight Control will not be transferred to fill quota assignments without the approval of CG, 1st MAW unless directed by the Commandant of the Marine Corps (CMC).

d. Some Marines, because of a high volume of muscle mass and a low percent of body fat, may be exceptions to the standards listed in reference (h). Squadron commanders may request approval in writing from the Group Commanding Officer for weight waivers.

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CHAPTER 7

LEADERSHIP TRAINING AND TROOP INFORMATION

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CHAPTER 7

LEADERSHIP TRAINING AND TROOP INFORMATION

7000. BACKGROUND. The primary goal of Marine Corps leadership training is to develop the leadership qualities of all Marines and to enable them to assume progressively greater responsibilities in the Marine Corps and society.

7001. POLICY. To ensure the most effective use of unit assets, commanders will tailor leadership training programs, per reference (g), to meet the specific needs of their unit. Commanders should use an aggressive and imaginative approach to leadership training. Leadership training will be conducted on a continuing basis and will be scheduled concurrently with other training whenever possible.

7002. ACTION

1. Commanders will develop and manage a leadership training program per references (g) and (j).
2. Commanders will conduct officer leadership schools, SNCO leadership academies, and Sergeants leadership development training. Reference (g) and FM 22-100 contain useful information for conducting these schools.
3. A leadership training master plan will be published to ensure that all Marines receive leadership training and to ensure that leadership instruction is integrated with other required training. Leadership training will be included in all training plans. Reference (g) contains a sample leadership training plan.
4. Because of its importance, commanders will ensure all first-term Marines receive family planning information per paragraph 6b (6) of reference (g).

7003. RECORDS. Units will ensure that adequate records are maintained to demonstrate the long term viability of the leadership

program. All records and reports will be retained for 2 years. Appendix I is a record of leadership training and appendix J is a unit Leadership Training Status.

7004. TROOP INFORMATION

1. Commanders are responsible for keeping Marines informed of their personal benefits, rights, and responsibilities. Troop information programs are designed to instill each Marine with the qualities and character traits required of a combat effective Marine.
2. Action. The Troop Information Program will be developed per reference (c) and should augment the unit training program. Commanders will establish and implement troop information training programs. Sessions will be conducted at the lowest level possible to facilitate communication and exchange of ideas. A portion of the program should be conducted at least bimonthly. Ensure records are maintained to manage and conduct an effective troop information program. Appendix K contains a sample troop information record format.

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CHAPTER 8

PROFESSIONAL MILITARY EDUCATION

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CHAPTER 8

PROFESSIONAL MILITARY EDUCATION

8000. GENERAL. Professional Military Education (PME) is the systematic and comprehensive study of the military profession. In contrast to specific MOS or billet-related skills, PME is designed to help Marines understand and exercise sound judgment within the framework of Marine Air-Ground Task Force (MAGTF) operations.

8001. POLICY. PME is a mandatory, institutionalized program. All officers, staff noncommissioned officers and noncommissioned officers (NCO's) will participate in this program.

8002. ACTION

1. Every Marine will complete specified courses of instruction and will read specific professional literature. These requirements are listed in appendix L.
2. Corporals desiring to re-enlist must show satisfactory progress (in the unit commander's judgment) in completing PME requirements prior to being recommended for re-enlistment. As a general rule, if a Corporal has a year in grade, 50% of the NCO's PME should be completed.
3. Priorities for resident courses:
 - a. NCO's
 - (1) Newly promoted Sergeants.
 - (2) Sergeants with less than two years in grade.
 - b. Staff Sergeants
 - (1) Staff Sergeants with less than two years in grade.
 - (2) Staff Sergeant selectees.

(3) Staff Sergeants with over two years in grade will attend on an exception basis.

c. Gunnery Sergeants

(1) Newly promoted Gunnery Sergeants.

(2) Gunnery Sergeants with less than two years in grade.

8003. EXCEPTION CRITERIA. Some Marines may be unable to comply with resident course requirements, due to such temporary conditions as geographic location or physical incapacitation. In those instances when a Marine must deviate from the program, the reasons will be fully documented in the SRB. In the case of Sergeants, an explanation will be included in section C of the fitness report.

8004. PROFESSIONAL READING PROGRAM. Professional reading is essential to the professional growth of leaders. Commanders will incorporate the Professional Reading Program into their Professional Military Education Program. This program may be tailored to meet the constraints of operational requirements. ALMAR 127/89 provides guidance for the program and contains the list of required reading.

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CHAPTER 9

INTELLIGENCE AND SECURITY TRAINING

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SOP FOR TRAINING

CHAPTER 9

INTELLIGENCE AND SECURITY TRAINING

9000. PURPOSE. Every Marine who is capable of observing the enemy during operations is a potential intelligence source. Conversely, every Marine has the capacity to deny the enemy useful military information by adhering to security regulations and utilizing good Operations Security procedures. Per references (s) and (t), intelligence training will be directed at the entire unit.

9001. INTELLIGENCE TRAINING. Intelligence training within MAG-12 will focus on combat readiness. MAG-12's Assistant Intelligence Officer is designated as the Intelligence Training officer for the Group. Intelligence training will be divided into the following categories:

1. Intelligence Training for Pilots and Aircrew. Training of pilots in intelligence related matters will be conducted as part of the squadron in-brief when squadrons first arrive at Iwakuni. These sessions will include threat briefs relevant to operational areas of interest.

2. Unit Intelligence Training

a. Intelligence training for Marines is described in Chapter 19 of FMFM 3-21. All personnel have a secondary mission of observing the enemy, terrain, and significant weather conditions. Combat employment of friendly forces provides an opportunity for direct observation or contact with the enemy and becomes a valuable source of intelligence information.

b. In order to meet these requirements within MAG-12, all officers and enlisted personnel shall receive annual intelligence orientation classes consisting of the following:

- (1) Nature and purpose of combat intelligence.
- (2) Collection, processing, and dissemination of intelligence.

(3) Handling of Prisoners of War (POW'S), detainees, and captured documents/material.

(4) Observation techniques and reporting procedures.

(5) Use of countersigns and passwords.

(6) Elementary terminology used in describing topographic and hydrographic features.

3. Counterintelligence Training. Counter intelligence training shall be accomplished annually. This training will include topics such as OPSEC discipline and actions required to prevent/report espionage, subversion, and sabotage.

9002. INTEGRATION OF INTELLIGENCE TRAINING. Integration of intelligence into other training enhances the value of the training and serves to increase awareness of the role of intelligence in operational commitments.

9003. SECURITY TRAINING

1. All MAG-12 squadrons will establish a security education program. Squadron Security Managers will ensure that all squadron personnel, regardless of grade or billet, receive instruction in security policies and procedures.

2. Commanding Officers will ensure that all personnel receive security education training semiannually, and that adequate records are maintained indicating classes given and personnel in attendance. Squadrons will conduct security training within 30 days of their arrival at MAG-12.

9004. SECURITY BRIEFINGS/DE-BRIEFINGS

1. All newly joined personnel will receive a MAG-12 Security Orientation Brief. Security Orientation Briefs for PSD personnel will be provided by the Assistant Security Manager, MAG-12 S-2, upon check in.

2. Security debriefs will be conducted by the S-2 for personnel who fall into one or more of the following categories:

- a. Personnel who hold a current security clearance and are in receipt of PCS orders.
- b. Personnel who will be separated from their unit for more than 60 days.
- c. Personnel whose interim clearance has expired.
- d. Personnel whose clearance is revoked or administratively withdrawn.

3. All personnel with access to classified material will receive an annual security refresher briefing. The MAG-12 Annual Security Refresher Brief may be used for this requirement. This briefing is available upon request from the MAG-12 S-2 Office.

9005. FOREIGN TRAVEL BRIEFINGS. Foreign travel briefings will be given to personnel who have been granted access to classified information and are planning foreign travel or planning to attend meetings where representatives of designated countries will be attending. The MAG-12 S-2 Officer is responsible for briefing and debriefing all PSD personnel.

9006. SECURITY AWARENESS. The Assistant Security Manager, MAG-12 S-2 Officer, and Squadron Security Managers will ensure that all MAG-12 personnel are aware of security. Security Awareness includes posters, signs, bulletin board notices, and plan of the day notices. MAG-12 security awareness should emphasize, at a minimum, the following:

1. The prohibition of discussing classified information over non-secure communications circuits.
2. The hostile intelligence threat. Personnel will be advised to report any contact with a citizen of a designated foreign country.
3. Their responsibilities in the event of compromise or suspected compromise of classified information.

4. Their responsibilities in adhering to strict "Need To Know" guidelines.
5. Good automated data processing (ADP) security practices, procedures and current MAG-12 policies.

SOP FOR TRAINING

APPENDIX A

ANNUAL TRAINING PLAN

SUBJECT	REFERENCE	1ST QTR	2ND QTR	3RD QTR	4TH QTR
1. MISSION ORIENTED TRAINING	MCO 1553.3				
a. PHYSICAL FITNESS TRAINING	MCO 6100.3J				
b. PHYSICAL FITNESS TEST					
c. REMEDIAL PHYSICAL CONDITIONING					
d. MARKSMANSHIP TRAINING (FISCAL YEAR)	MCO 3754.2H				
2. SKILL PROGRESSION TRAINING	MCO 1553.3				
3. FUNCTIONAL TRAINING	MCO 1553.3				
4. PROFESSIONAL MILITARY EDUCATION	MCO 1553.4				
5. BST/EST	MCO 1500.51A				
6. RELATED TRAINING					
a. WATER SURVIVAL & SWIM TRAINING	MCO 1500.52				
7. NBC TRAINING	WgO P3400.1F				
8. MAINTENANCE MANAGEMENT TRAINING	MCO P4790.2C WgO P1500.2C				
9. SEMPER FIT 2000 TRAINING	MCO 5100.8E WgO 6200.4 WgO P1500.2C				

SOP FOR TRAINING

APPENDIX B

QUARTERLY NBCD STATUS REPORT

From:

To: Commanding Officer, Marine Aircraft Group 12 (Attn: NBC)

Subj: QUARTERLY NBCD STATUS REPORT; _____ QUARTER, CALENDAR YEAR 1997

Ref: (a) WgO P3400.1F

1. Personnel Status

a. Unit NBCD Officer

- (1) Name/Rank/MOS
- (2) Section assigned to and phone number
- (3) NBCD Schools attended
 - (a) Name of course and length
 - (b) Location of school
 - (c) Date attended
- (4) RTD

b. Unit NBCD NCO

- (1) Name/Rank/MOS
- (2) Section assigned to and phone number
- (3) NBCD Schools attended
 - (a) Name of course and length
 - (b) Location of school

SOP FOR TRAINING

Subj: QUARTERLY NBCD STATUS REPORT; _____ QUARTER, CALENDAR YEAR 1997

(c) Date attended

(4) RTD

c. Additional NBCD Personnel (all other 5702/5711'S in unit)

(1) Name/Rank/MOS

(2) Section assigned to and phone number

(3) NBCD Schools attended

(a) Name of course and length

(b) Location of school

(c) Date attended

(4) RTD

2. Training status of individual training

a. Classes Given:

Subject	Personnel Training	No. Hours	No. Attended
---------	--------------------	-----------	--------------

b. CS/Mask-NBCD Ensemble Confidence Exercise:

Date	Enlisted	SNCO	Officers
------	----------	------	----------

c. Personnel who have FAM fired with Field Protective Mask:

Date	Enlisted	SNCO	Officers
------	----------	------	----------

d. Summary of integrated training:

3. Training status of NBCD teams.

SOP FOR TRAINING

Subj: QUARTERLY NBCD STATUS REPORT; _____ QUARTER, CALENDAR YEAR 1997

a. Control Center Team (if applicable):

Name Assigned	Rank	SSN	RTD	Date
---------------	------	-----	-----	------

b. Monitor/Survey Teams:

Name Assigned	Rank	SSN	RTD	Date
---------------	------	-----	-----	------

c. Decon Team:

Name Assigned	Rank	SSN	RTD	Date
---------------	------	-----	-----	------

d. Qualified M12 Operators:

Name Assigned	Rank	SSN	RTD	Date
---------------	------	-----	-----	------

4. Additional remarks:

SIGNATURE

SOP FOR TRAINING

APPENDIX C

MONTHLY TRAINING STATUS REPORT

(SQUADRON HEADING)

1500
Orig Code
Date

From:

To: Commanding Officer, Marine Aircraft Group 12 (S-3T)

Subj: MONTHLY TRAINING STATUS REPORT FOR (MONTH/YEAR)

Ref: (a) WgO 1500.2
(b) GruO P1500.4

1. Per the reference, the following report is submitted:

a. Pistol Re-qualification

- (1) Number required to fire
- (2) Number fired
- (3) Number qualified
- (4) Number remaining to qualify

b. BST/EST

- (1) Number required to test
- (2) Number evaluated
- (3) Number remaining to test

c. PFT (2nd Half CY-XX)

- (1) Number required to test
- (2) Number tested

SOP FOR TRAINING

Subj: MONTHLY TRAINING STATUS REPORT FOR (MONTH/YEAR)

(3) Number failed

d. Swim Qualification

(1) Number unqualified

(2) Number unqualified swimmers trained

(3) Number WSSI trained

e. Military Appearance/Weight Control

(1) Number assigned

(2) Number extended over 6 months

(3) Number assigned (2nd assignment)

(4) Number assigned (3rd or List Marines assigned over 6 months, on 3rd or more assignment)

(5) List Marines assigned over 6 months, on 2nd assignment, on 3rd or more assignment

SOP FOR TRAINING

APPENDIX D

LIST OF TRAINING REFERENCES

The directives listed below are useful references in preparing unit training programs. It is not intended to be all inclusive, nor is it intended to limit any commander in the use of source material.

1. MARINE CORPS ORDERS

- P1020.34E Marine Corps Uniform Regulations
- 1500.31F Enlisted Aviation Maintenance Training Management System
- 1500.40 USMC Training Philosophy, Definitions, Priorities
- 1500.44B EST/BST Handbook
- 1510.25C Troop Information Program
- 1510.34A Individual Training Standard (ITS) System
- 1520.9E Special Education Program
- 1553.1B The USMC Training and Education System
- 3400.3D NBC Defense Readiness and Training Requirements
- 3410.2A Marine Corps Doctrine for Psychological Operations
- 3460.1A Training & Education Measures Necessary to Support Code of Conduct
- 3570.1A Policies & Procedures for Firing Ammo for Training Target Practice/Combat
- 3574.2G Marksmanship Training with Individual Small Arms
- 3591.2J Small Arms Marksmanship Competitions

SOP FOR TRAINING

- 3902.1B The Marine Corps Studies System
- 5390.2D Leadership Training & Education
- 5600.20M Marine Corps Warfighting Publication System
- 6100.10B Weight Control and Military Appearance
- 6200.1D Heat Casualties

2. MARINE CORPS INSTITUTE: MCI Procedures Manual, Semi-Annual MCI Catalog.

3. EMF PACIFIC ORDERS

- 3401.13A Nuclear, Biological, and Chemical Defense

4. III MEF ORDERS

- 3400.1A SOP for NBCD

5. WING ORDERS

- P1500.2C SOP for Training
- 3400.1F SOP for NBCD Readiness
- 5041.1K Wing Command Inspection Program
- 6200.1D Heat Casualties

6. DIVISION ORDERS

- P1500.17F Division Schools Catalog

7. MCAS IWAKUNI ORDERS

- 1500.3 Obstacle Course
- 3574.1N Operational and Safety Procedures for MCAS Small Arms Range

SOP FOR TRAINING

8. CAMP BUTLER M. C. BASE ORDER

P3574.1D SOP for Marksmanship Training with Individual Small Arms

9. GROUP ORDERS

1020.2H Uniform Regulations

1500 Annual Training Plan

10. WARFIGHTING PUBLICATIONS

FMFM 0-1A How to Conduct Training

FM 25-2 Unit Training Management

FM 21-20 Physical Readiness Training

FMFM 1-2 Marine Troop Leaders Guide

FMFM 1-1 Campaigning

FMFM 1-3 Field Training Techniques

FMFMRP 12-21 AARUGHA!

NAVMC 2691 Marine Corps Drill & Ceremonies Manual

NAVMC 2691A USMC Interior Guard Manual

FM 22-101 Leadership Training

SOP FOR TRAINING

APPENDIX E

WEEKLY TRAINING HIGHLIGHTS

UNCLASSIFIED

PTTUZYUW RUAYFFKOOO1 2640830-UUUU--RUHPSUU RUAYFFK.

ZNR UUUUU

P R 200830Z SEP 97

FM MAG TWELVE//S-3//

TO CG FIRST MAW//G-3//

BT

UNCLAS //NO1500//

MSGID/GENADMIN/MAG-12 S-3//

SUBJ/WEEKLY TRAINING HIGHLIGHTS REPORT FOR THE PERIOD 960923-960926//

REF/A/DOC/1ST MAW/950905//

AMPN/REF A IS WGO P1500.2D THAT REQUIRES SUBJ REPORT//

POC/GARDNER/MAJ/MAG-12 CURRENT OPSO/-/TEL:253-5377//

RMKS/1. PER THE REF, THE FOLLOWING TRAINING FORECAST IS SUBMITTED FOR THE SUBJECT PERIOD:

DATE	UNIT SUPPORTED	SUPPORTING UNIT	EVENT	LOCATION	NUMBER ACFT
------	----------------	-----------------	-------	----------	-------------

BT

#0001

NNNN

SOP FOR TRAINING

APPENDIX F

SCHOOL QUOTA NOMINATION REQUEST FORMAT

(SQUADRON HEADING)

1500
Orig Code
Date

From:

To: Commanding Officer, Marine Aircraft Group 12 (Attn: S-3T)

Subj: SCHOOL QUOTA REQUEST

Ref: (a) GruO P1500.4K

1. In accordance with the reference, the following quotas are requested:

COURSE TITLE

COURSE DATES

QUOTAS REQUESTED

SIGNATURE

SOP FOR TRAINING

APPENDIX G

PISTOL RANGE REQUEST FORMAT

(SQUADRON HEADING)

1500
Orig Code
Date

From:

To: Commanding Officer, Marine Aircraft Group 12 (S-3T)

Subj: PISTOL RANGE REQUEST

Ref: (a) MCASO 3574.1
(b) GruO P1500.4

1. Per references (a) and (b), it is requested that the personnel listed below be assigned to the pistol range on 17-21 February 1997.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>WEAPONS</u>	<u>LAST YEAR QUALIFIED</u>
-------------	-------------	------------	----------------	----------------------------

2. Range Officer:

3. Coaches:

4. Working party:

SIGNATURE

Copy to:
Pistol Range
MAG-12 Armory

SOP FOR TRAINING

APPENDIX H

PTP MEDICAL EVALUATION REQUEST FORM

(SQUADRON HEADING)

6100
S-3T
Date

From:
To: Medical Officer, Appropriate Certified Health Care Provider
Subj: REQUEST FOR MEDICAL EVALUATION FOR ASSIGNMENT TO PHYSICAL
TRAINING PLATOON

1. Request that the individual listed below be evaluated for assignment to the physical training platoon:

NAME	RANK	SSN
------	------	-----

Signature

FIRST ENDORSEMENT

From: Medical Officer, Appropriate Certified Health Care Provider
To:

1. The individual(s) listed above is/are qualified for the physical training platoon. ____ (Initial)
2. The individual(s) listed above is/are not qualified for the reasons listed on the attached medical chit.

Signature

SOP FOR TRAINING

APPENDIX I

LEADERSHIP TRAINING STATUS

Units will maintain this information as part of their leadership training records.

1. PVT-LCPL

- a. Total chargeable
- b. Number enrolled in Principles of Marine Corps Leadership MCI
- c. Number completed Principles of Marine Corps Leadership MCI

2. CPL

- a. Total chargeable
- b. Number enrolled in NCO Non-Resident Program (NCONP) 8000 series
- c. Number completed NCONP 8000 series
- d. Number participating in NCO leadership development training program
- e. Number graduated from command sponsored NCO Basic Course

3. SGT

- a. Total chargeable
- b. Number enrolled in NCONP 8000 series
- c. Number completed the NCONP 8000 series
- d. Number enrolled in the SNCO Career Non-Resident Program (SNCO CNP) 7100 series
- e. Number completed the SNCO CNP 7100 series

SOP FOR TRAINING

- f. Number participated in Sergeants Course
- g. Number graduated Sergeants Course
- 4. SSGT
 - a. Total chargeable
 - b. Number enrolled in SNCOANP 7100 series
 - c. Number completed the SNCOANP 7100
 - d. Number enrolled in SNCO Advance Non-Resident Program (SNCOANP)
7200
 - e. Number completed the SNCOANP 7200
 - f. Number participated in Staff Career Course
 - g. Number graduated Staff Career Course
- 5. GYSGT
 - a. Total chargeable
 - b. Number enrolled in SNCOANP 7200
 - c. Number completed the SNCOANP 7200
 - d. Number enrolled in Amphibious War Fighting Skills
 - e. Number completed the Amphibious War Fighting Skills
 - f. Number participated in SNCO Advance Course
 - g. Number graduated SNCO Advance Course
- 6. MSGT/1STSGT/MGYSGT/SGTMAJ
 - a. Total chargeable
 - b. Number participated in unit SNCO leadership schools

SOP FOR TRAINING

7. OFFICERS

a. Total Chargeable

b. Number participating in unit officer leadership schools

SOP FOR TRAINING

APPENDIX J

SAMPLE RECORD OF LEADERSHIP TRAINING

DATE: _____ TIME: _____

LOCATION: _____ INSTRUCTOR: _____

TOPIC: _____

PARTICIPANTS:

NAME

RANK

SSN

MONITOR(S) :

CRITIQUES:

SUBSEQUENT ACTION (IF REQUIRED BY CRITIQUES) :

NOTE: ATTACH LESSON PLANS (IF USED)

SOP FOR TRAINING

APPENDIX K

SAMPLE TROOP INFORMATION RECORD

NAME (Last, First, MI) SSN/MOS/GRADE ORGANIZATION JOINED/TRANSFERRED

SUBJECT DATE/NO. OF HOURS DATE/NO. OF HOURS DATE/NO. OF HOURS

DRUG ABUSE

EQUAL
OPPORTUNITY

PERSONAL AFFAIRS

UCMJ

CHARACTER AND
MORAL EDUCATION

CITIZENSHIP

PERSONAL CONDUCT

GENERAL
INFORMATION

COUNTERINTELLIGENCE
AWARENESS

MWR PROGRAMS

TROOP INFORMATION RECORD

SOP FOR TRAINING

APPENDIX L

PROFESSIONAL MILITARY EDUCATION PROGRAM

1. Non-Commissioned Officers (NCO's). The following is the list of professional military education (PME) requirements for NCO's taken from ALMAR 95/89. This is the intended progression of education:

a. Corporal. Upon promotion to corporal enroll in the new (SNP).

(1) Corporals promoted prior to 1 April 89, with more than one year to EAS will enroll in the new Sergeants Nonresident Program (SNP) if not already completed the Marine NCO or attended a Resident NCO Basic Course (NCOBC).

(2) Attend Corporals Course if seats are available.

b. Sergeant

(1) All Sergeants will attend Sergeants Course within 36 months after promotion unless they have attended NCO School.

(2) Sergeants with less than two years in grade will enroll in the SNP if the resident has not already been completed.

(3) Sergeants with two or more years in grade will enroll in the Staff Non-Commissioned Career Nonresident Program (SNCO CNP), if not already completed.

(4) All sergeants, regardless of time in grade, who have completed the SNP will enroll in the SNCO CNP.

(5) All Sergeants will participate in the Professional Reading Program.

2. Staff Non-Commissioned Officers (SNCO's). The following is the list of Professional Military Education (PME) requirements for SNCO's taken from ALMAR 176/89. This is the intended progression of education:

SOP FOR TRAINING

- a. Staff Sergeant. All Staff Sergeants promoted on or after 1 August 89 will attend a Resident SNCO Career Course within 36 months of promotion, unless previously attended.
- b. Gunnery Sergeant. Gunnery Sergeants will attend the Resident SNCO Advance Course within 24 months of promotion to gunnery sergeant and complete the Warfighting Skills Non-resident Program.
- c. First Sergeant/Master Sergeant. First Sergeants/Master Sergeants will attend a regional seminar.
- d. Sergeant Major/Master Gunnery Sergeant. Will attend regionally sponsored seminars, as developed, Headquarters Marine Corps sponsored symposium and attend a Resident Sergeant Major/Master Gunnery Sergeant Senior Course.

3: Officers. The following is the list of (PME) requirements for Officer's from ALMAR 255/88. This is the intended progression of education:

- a. Warrant Officers

- (1) WO's and CWO2's: Following TBS and initial MOS training, structured self-study, to include professional reading.

- (2) CWO3's: Command and Staff College (CSC) or AWS Non-Resident Course, structured self-study, to include professional reading.

- (3) CWO4's: CSC or CSC Non-Resident Course, structured self-study, to include professional reading.

- b. First Lieutenants. Following TBC and initial MOS training, structured self-study, to include professional reading and the MCI Warfighting Skills Course.

- c. Captains

- (1) Amphibious Warfare School (AWS), or equivalent career-level school or non-resident course. Selected portions of AWS Non-Resident Course will be required for Captains who complete career level schools or non-resident courses other than AWS.

SOP FOR TRAINING

(2) Refresher courses for those returning to the Fleet Marine Force (FMF) from Non-Fleet Marine Force (Non-FMF) assignments other than AWS.

(3) Structured self-study, to include professional reading.

d. Majors

(1) CSC or equivalent intermediate level school or non-resident course. Selected portions of the CSC Non-resident Course will be required for those who complete the intermediate level schools or non-resident courses other than CSC.

(2) Refresher course for those returning to the FMF from Non-FMF assignments other than CSC.

(3) Structured self-study, to include professional reading.

e. Lieutenant Colonel

(1) Top-level school, equivalent non-resident course, or professional equivalency.

(2) Refresher course for those returning to the FMF from Non-FMF assignments.

(3) Structured self-study, to include professional reading and MCI Joint Warfighting Course.

f. Colonels. Structured self-study, to include professional reading.

g. Generals. Structured self-study, to include professional reading, general officer Wargames and symposia.

SOP FOR TRAINING

APPENDIX M

COMBAT WATER SURVIVAL TRAINING

From:

To: Training Chief, Marine Aircraft Group 12

Subj: COMBAT WATER SURVIVAL TRAINING

1. The following Marines are scheduled to attend subject training on 15 February 1997.

<u>Rank/Name</u>	<u>Section</u>	<u>SSN</u>	<u>Last date qual</u>	<u>Last Swim class</u>
------------------	----------------	------------	-----------------------	------------------------

2. Personnel are required to be at the Southside Gym at 0645 for a safety brief. Marines who arrive at 0700 will be turned away. Ensure the Marines have a set of camouflage utilities with them.

3. Point of contact is Sergeant Hawthorne extension 253-3921.

SIGNATURE

SOP FOR TRAINING

APPENDIX N

QUARTERLY TRAINING PLAN

From:

To: Training Chief, Marine Aircraft Group 12

Subj: QUARTERLY TRAINING PLAN FOR FIRST QUARTER CALENDAR YEAR 1997

Ref: (a) MCO 1500.40
(b) MCO 6100.3J
(c) MCO 3754.2G
(d) MCO 1500.44B
(e) MCO P1500.P
(f) MCO 1510.27B
(g) MCO 1510.25C
(h) MCO 3300.3
(i) MCO 5390.2D
(j) MCO 1550.3M
(k) MCO 5100.8E
(l) MCO 1700.25
(m) WgO 3400.1D
(n) WgO P1500.2C
(o) ALMAR 127/89
(p) ALMAR 182/92
(q) ALMAR 187/92
(r) FMFM 3-21

Encl: (1) Quarterly Training Plan, First Quarter CY 1997

1. Purpose. To publish a quarterly training plan for the Squadron and provide information and guidance to meet the training requirements established by references (a) through (r).

2. Background. The references give guidance on establishing a plan based on training priorities. All training should enhance the combat readiness of the unit and the individual Marine. Careful planning and monitoring of training will ensure training objectives are met in spite of high op-tempo and high turnover of personnel.

SOP FOR TRAINING

Subj: QUARTERLY TRAINING PLAN FOR FIRST QUARTER CALENDAR YEAR 1997

3. Action

a. The Training Officer will develop and manage a training program which ensures accomplishment of the requirements delineated in the enclosure.

b. OIC'S/SNCOIC'S will ensure compliance with this instruction and subsequently published monthly training plans.

c. The enclosure outlines quarterly training objectives for Squadrons. Areas of training projected in this plan will be reflected in the Squadrons Monthly Training Plan. The Monthly Training Plan will designate guidelines for those blocks of instruction which will be conducted by Squadrons and attended by all required personnel. Sections will ensure that training conducted internally (either scheduled by Squadrons or the section) is documented and reported to the Squadron Training.

SIGNATURE

DISTRIBUTION: A

SOP FOR TRAINING

QUARTERLY TRAINING PLAN, FIRST QUATER CY 1997

TYPE OF TRNG/SUBJECT	REFERENCE	JAN	FEB	MAR
Mission Oriented Training	MCO 1500.40			
NBC Defense Training	WgO P3400.1D			
Law of War	MCO 3300.3			
Operations Security	FMFM 3-21			
Skill Progression Training	MCO 1500.40			
Supervisor Training	MCO P1500.10			
Functional Training	MCO P1500.10			
Professional Development Training	MCO P1500.10			
SNCO Academy/Sergeants Course	MCO 1510.27B			
Leadership Training	MCO 5390.2D			
MCI Courses	MCO 1550.3M			
Professional Reading	ALMAR 127/89			
Essential Subjects Training	MCO 1500.44B			
Physical Training	MCO 6100.3J			
Remedial Physical Training	MCO 6100.3J			
Physical Fitness Test	MCO 6100.3J			
Marksmanship Training	MCO 3754.2G			

Enclosure (1)

SOP FOR TRAINING

First Aid Training	WgO 1500.2C
Safety/Health Training	MCO 5100.4D
Related Training	MCO 1500.40
Troop Information Time	MCO 1510.25C, HQ
Personal Financial Management	MCO 1700.25
Core Value Training	ALMAR 182/92, 187/92
Semper Fit 2000 Health Promotion Program	WgO 6200.4
Tobacco Use and Cessation Training	WgO 6200.4
Back Injury/Muscle Strain Prevention	WgO 6200.4
Nutrition	WgO 6200.4
Education Weight Control	WgO 6200.4
Hypertension Education and Control	WgO 6200.4
Environmental Injury Prevention and Control	WgO 6200.4
Sexually Transmitted Diseases Prevention	WgO 6200.4
Physical Fitness and Sports Injury Awareness	WgO 6200.4
Stress Management/Suicide Awareness and Prevention	WgO 6200.4
Morbidity/Mortality Training	WgO 6200.4
Enclosure (1)	