

INFANTRY
TRAINING AND READINESS MANUAL

CHAPTER 1
BOILERPLATE

INFANTRY T&R MANUAL

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BOILERPLATE

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1001. FUNDAMENTALS

1. The Training and Readiness (T&R) Manual is a comprehensive document which defines the training requirements, identifies support resources, and assesses individual and collective Combat Readiness Percentages (CRP).

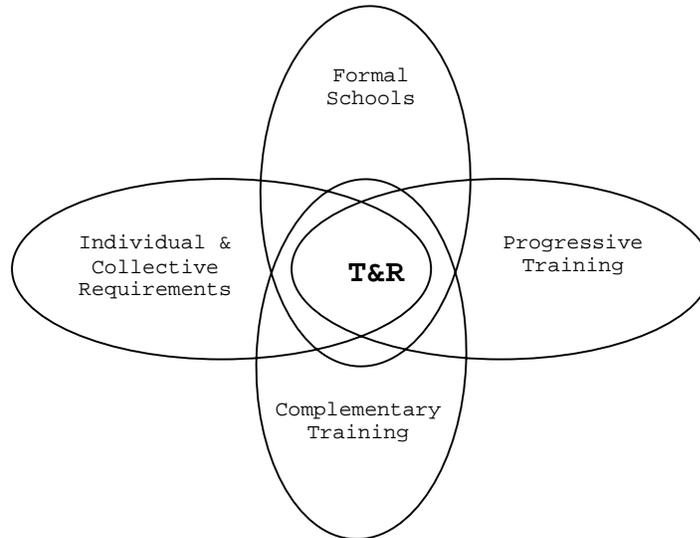


Figure 1-1.--T&R Manual.

2. It provides operational force commanders, unit-training managers, and formal learning centers a concise resource for planning and implementing individual and collective progressive training. It also provides trainers and evaluators an assessment tool for evaluating both individual and collective training readiness through the calculation of the Combat Readiness Percentage (CRP).

3. The T&R Manual combines Formal School instruction with the collaborative learning environment available in operating forces. This combination of traditional Military Occupational Specialty (MOS) instruction and billet specific training provides the individual with continuous progressive training. (Figure 1-1)

1002. SCOPE

1. The T&R Manual ties each training event to the billet(s) or collective(s) that is responsible. Additionally, the training requirements for each billet and collective are listed with the accompanying CRP and sustainment interval. This allows an individual to quickly identify the minimum training requirements for each billet or collective task.

2. The billets in the supporting establishment, or those external to the subject MOS, are not covered in the T&R Manual. The excluded billets include, but are not limited to, Headquarters Marine Corps, Instructors, Training, Joint, External, and Combined Billets.

1003. HOLISTIC APPROACH TO TRAINING

1. The T&R Manual combines traditional training such as military formal schools with progressive training, such as Marine Corps Institute or other service correspondence courses, resident and nonresident formal schools, professional reading, Computer Based Training (CBT), and other Distant Learning (DL) products.

2. This combination allows the commander the flexibility to create a diverse training program capable of producing the best trained Marine possible. This mixture also allows the commander the ability to continuously train, selecting from the available training sources as necessary.

1004. UNIT TRAINING

1. The heart of the T&R Program lies in training personnel to perform as an integral collective. Because collective readiness and individual readiness are closely related, the T&R Manual contains both individual training events and collective training events. Collective training encompasses those events that require two or more personnel to accomplish, such as a squad, company, staff section, or office.

2. Although the mastery of individual training directly impacts collective training, it is not necessary to have all individuals within a collective fully trained in order for the collective to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the collective's control, often affect the ability to conduct individual training. Regardless of current manning, the collective may still have the ability to accomplish its assigned mission. Collective training is assigned its own Combat Readiness Percentage (CRP), independent of individual CRP.

3. Integration of individual and collective training events into the unit-training plan is essential. Guidance concerning unit training management and the process for establishing effective unit training management programs are contained in MCRP 3-0A, Unit Training Management (UTM) Guide.

1005. ORGANIZATION

1. Each T&R Manual is written to support an Occupational Field (OccFld) or a group of like Military Occupational Specialties (MOSs) not assigned to an OccFld. Each manual is comprised of chapters that contain training requirements for each MOS, a collective chapter containing collective training requirements, and a Formal Schools chapter containing events for inclusion in designated courses.

2. Each chapter of the manual consists of multiple appendices. Each appendix contains related information that can easily be extracted and used separately from the rest of the manual, depending on the needs of the user.

3. Although some of the elements that make up the T&R Manual are optional, each MOS Chapter will contain the following essential elements:

- a. MOS description
- b. Career progression
- c. Billet descriptions and core capabilities
- d. Billet event matrix
- e. Individual events (organized by training level)

4. The Formal School Chapter is organized with an appendix for each formal course. Each appendix will contain a description, a purpose, prerequisites, and the training events for the particular course.

5. The Collective Training Chapter will contain the following elements, at a minimum:

- a. Collective description and core capabilities
- b. Collective event matrix
- c. Collective events

6. For MOSs or OccFlds with numerous billets or collectives, there may be more than one billet or collective event matrix.

1006. CORE CAPABILITIES METHODOLOGY

1. Core capabilities are a specific range of skills, knowledge, and abilities, which are shared by a particular billet or collective. Although each of these capabilities may be demonstrated at varying levels, depending on rank or experience, the billet or collective shares them. For example, although a billet may normally be filled by a SNCO, the unit may only have an NCO available. In this instance, the core capabilities of the billet do not change, though the level to which the NCO performs may be less due to his or her experience.

2. The purpose is to provide a minimum list of capabilities that each individual, regardless of rank or experience, may strive for. The T&R Manual lists the core capabilities of each billet and collective.

1007. TRAINING PROGRESSION PHILOSOPHY

1. By incorporating Formal School instruction with progressive training requirements, a standardized and progressive training picture is realized. The T&R Manual provides a centralized repository of training requirements for the subject MOS, allowing for the development of continuous and progressive training.

2. In order to progress through training, the T&R manual contains both Formal School and progressive training events. Formal School events are contained in alphabetical levels (A, B, C) while progressive training events are

contained in numeric levels (1, 2, 3). As personnel transition through the T&R training track, they move back and forth between Formal School events and progressive training events, as depicted in Figure 1-2. Due to the different MOS training progression models, not all T&R chapters contain the same levels of training. For most, this will be limited to those requirements coded as level A. However, in some instances where completion of several schools is required before an individual receives his or her MOS, each course will receive its own coding, (i.e., A1, A2, A3). At the completion of Level A, the individual will enter the first progressive level (Level 1). This will be accomplished upon entering the operational forces. These requirements are also referred to as Managed On-the-Job Training (MOJT). An individual leaving Level 1 and attending an advanced course of instruction for his or her MOS would enter Level B. As with Level A, the individual may have several courses of instruction that he or she must attend. This process continues throughout Level 3. (Figure 1-2)

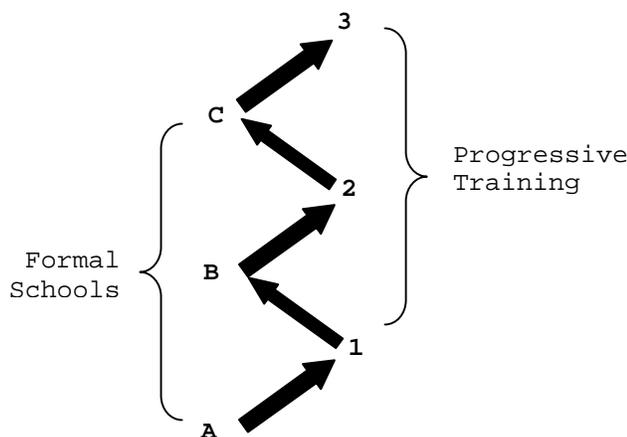


Figure 1-2.--Training Progression.

1008. BILLET AND COLLECTIVE EVENT MATRIX

1. Although Marines receiving the same MOS are trained in the same manner, the jobs they are required to accomplish within the Operating Forces varies from billet to billet. In order to identify the minimum required events of each billet; the T&R Manual ties individual training events to billet. Likewise, collective training events are tied to those collectives which are responsible for them.

2. This construct allows Marines to utilize the T&R Manual to determine the event requirements of each billet. Not only will Marines now have the ability to analyze their current billet responsibilities, they will also have the information that allows them to become proactive in their future career choices. The correlation between training requirements and the billets and collectives for which they are responsible are provided in the Billet and Collective Event Matrices.

3. The Billet Event Matrix appendix first identifies a code for each billet or collective. The matrix then summarizes the events of the particular MOS that are applicable to specific billets and the Collective Event Matrix identifies those collectives that are responsible for each event.

4. A portion of a billet event matrix is provided in Figure 1-3. The billet event matrix organizes the events by training level and event number. The event code, listed along the left side, identifies the event code and the detail at which the event is to be performed. Each column represents the requirements for a particular billet. The presence of a Combat Readiness Percentage (CRP) and Sustainment Interval indicates the requirement for the billet to complete the event. With multiple matrices, there may be cases where an event appears to not be assigned to any billet. However, the event will be assigned to another billet in another matrix. The collective event matrix is organized in a similar manner.

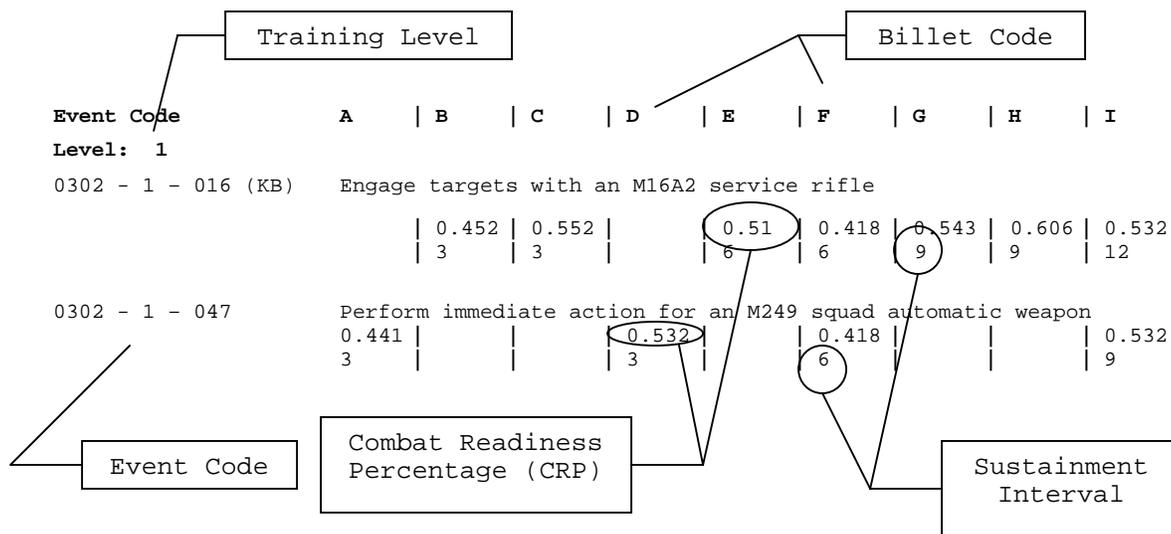


Figure 1-3.--Billet Event Matrix.

1009. TRAINING AND READINESS EVENT ELEMENTS

1. Each event within the T&R Manual contains a variety of information, from the type of ordnance necessary to complete the event, to the condition in which it must be accomplished.
2. Each event provides the reader with the necessary information to plan, accomplish, evaluate, and record training requirements.

1010. EVENT CODE

1. The event code is a unique three part alphanumeric designation assigned to each event. For individual events, the event code identifies MOS, training level, and a number for each event. For example, an individual event coded as 0311-2-004 contains an MOS code (0311), a training level code (2), and an event number (004). (Figure 1-4)
2. Although each event has a numerical designation, the number does not indicate the sequence in which each event is performed. Each commander must apply the training requirements in the order which best suits the unit's needs.

3. Events within the T&R Manual are either demonstration or knowledge based. Knowledge based events are coded to aid in determining the level at which the instruction must occur. The knowledge code is only indicated on the billet event matrix. The knowledge codes are:

- a. KB - Demonstrate basic facts and concepts
- b. KD - Demonstrate detailed understanding
- c. KM - Demonstrate mastery; serve as subject matter expert

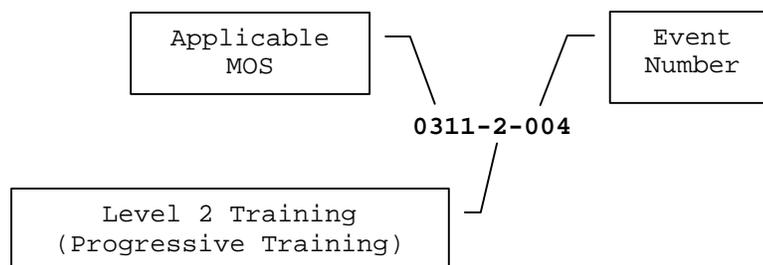


Figure 1-4.--Event Code for Individual Event.

4. Collective events also use a 3-part alphanumeric code. However, there are some differences to signify a collective event. For example, a collective event code of COLL-03-050 contains the collective designation (COLL), the OccFld designator (03), and an event number (050). As is the case with progressive and Formal School events, the event number does not dictate the sequence in which the events are performed. (Figure 1-5)

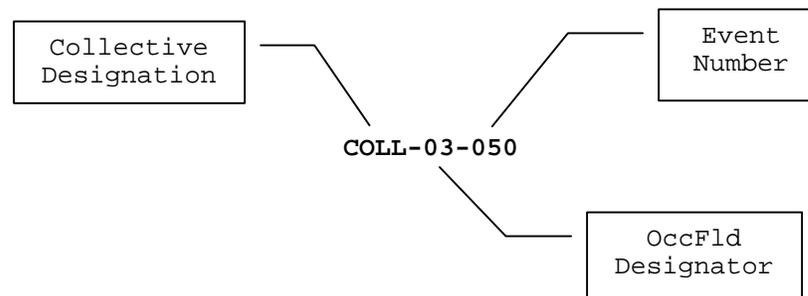


Figure 1-5.--Event Code for Collective Event.

1011. EVENT DESCRIPTION. The event description describes the specific and necessary behavior expected of an individual or collective. It is a clearly stated, performance-oriented action requiring a learned skill or knowledge.

1012. SUSTAINMENT INTERVAL. The sustainment interval defines the number of months between evaluation or retraining by the individual or collective in

order to maintain proficiency in the event. A sustainment interval is not applicable to Formal School events, because events are trained and evaluated only as a part of the formal schools curriculum in that setting. (Only in progressive and collective events)

1013. COMBAT READINESS PERCENTAGE (CRP)

1. The CRP is a quantitative numerical value used in calculating individual and collective training readiness. The CRP of each event is determined by its relative importance to other events.

2. At the completion of a training event or evaluation in which the individual or collective demonstrates proficiency, the points will be added to the cumulative score. A detailed explanation of calculating CRP is contained in section 1028 and 1029.

1014. CONDITION

1. The condition identifies the constraints that affect the performance of the event. The greatest possible latitude will be provided in the development of the condition without degradation to the accomplishment of the event.

2. The condition will not contain a list of specific equipment, materials, or references unless those items are necessary to accomplish the event. Except where noted in the condition or administrative instructions, the event can be performed in any lighting or weather conditions.

1015. STANDARD

1. The standard is the basis for judging the effectiveness of event performance. It identifies the proficiency level for the event performance in terms of accuracy, speed, sequencing, and adherence to procedural guidelines. It is not guidance; it is inviolate.

2. The standard is applicable to all progressive and Formal School events, but does not apply to collective events.

1016. PREREQUISITE(S). The prerequisites are a listing of training and/or other T&R events, which must be completed prior to attempting completion of the event. Prerequisites apply to progressive and Formal School events but do not apply to collective events.

1017. PERFORMANCE STEPS. The performance steps represent the logical sequence of actions required of the Marine to perform the event to standard. These actions are typically detailed in the applicable references rather than the T&R Manual. A single source standard (reference) generally supplies detailed performance steps relating to the T&R event. However, performance steps will be included as an element to the T&R Manual if no standard (reference) exists for the T&R event.

1018. CONCEPT OF TASK. The concept of task is a descriptive paragraph used to amplify the required action of the event. This paragraph may contain information further explaining the event, its condition, or standard. The use of the amplifying guidance contained within the concept of task must

accompany a well-defined event. For knowledge-based events, this paragraph outlines the scope and depth to which the event is measured with respect to the standard.

1019. COLLECTIVE COMPONENTS. Collective components are provided as guides to the accomplishment of the events. A standard is not listed for collective events due to the diverse nature of the events. Often the accomplishment of the collective event requires the use of several references and is done in accordance with standard operating procedure or higher headquarters guidance. Because of this, the unit commander has ultimate authority to determine the satisfactory accomplishment of the event.

1020. ADMINISTRATIVE INSTRUCTIONS. Administrative instructions provide the training manager/instructor/evaluator with special, required, or recommended circumstances, including safety precautions, relating to the training or execution of the event.

1021. EXTERNAL SUPPORT

1. The external support section lists special resources required to conduct the training. Due to the variety of available training areas (wooded, desert, mountainous), the requirements do not contain specific details of training area size. It is necessary for the training manager to adjust needs, based on the type of training area.

2. The external support section also lists the simulators available to assist in training for the event. Simulators, except where noted, should not be the primary method of evaluating an individual or unit.

1022. WEAPONS AND AMMUNITION. This section defines the weapons and ammunition required/recommended to conduct the training. The ammunition quantities listed in the document are not meant to justify a unit's annual allocation. It is the responsibility of unit commanders to use the available ammunition to train their individuals and units to standard in the most efficient manner possible. Estimated ammunition quantities are included for planning purposes.

1023. RELATED EVENTS

1. This section contains a suggested relationship between events. It is provided for the commander's use to determine the events that have been accomplished, as well as those that might have been accomplished collaterally, while training.

2. In relating accomplishment of individual events, Level 3 events may relate to Level 2 events.

3. For the collective chapter, both related individual and collective events are listed. Collective events relate to each other as well as to Level 2 and Level 3 events.

1024. REFERENCE(S). This section contains a listing of doctrinal or reference publications, which may assist the individual in satisfying the performance standards and the trainer or evaluator in evaluating the effectiveness of event completion.

1025. FORMAL SCHOOL EVENTS

1. The content of events contained in the Formal Schools Chapter (Level A-C) are formatted the same as the progressive chapters (Level 1-3). However, the event-numbering scheme has been altered to reflect the actual course that is responsible for the instruction.

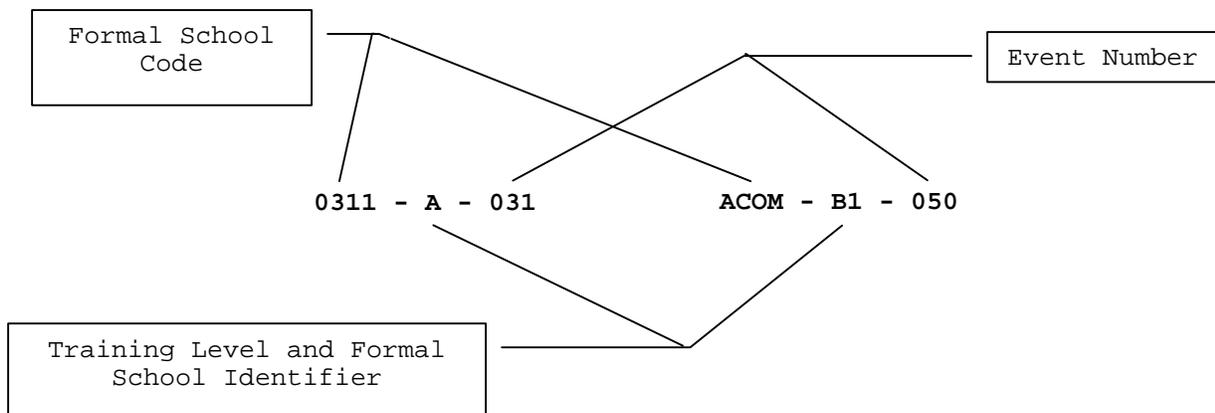


Figure 1-6.--Formal School Event Code.

2. In Figure 1-6, the Formal School Code depicted on the left, (0311) indicates that by completing the school the individual is awarded the MOS. The school is a Level A School, entry level, and the event number is 031. The Formal School Event Code on the right indicates an event for a Marine who has completed the first level of progressive training and is attending one of the next level of courses available. The Formal School Code indicates that this course is taught in the advanced communication course (ACOM). The Letter "B" within the Training Level and Formal School Identifier indicates that this event occurs after the first level of progressive training is complete. The number "1" indicates that there are at least two required courses which are contained in the B level of training. 050 represents the event number. Formal School events do not contain CRP values or sustainment intervals.

1026. RESERVE APPLICABILITY

1. Realizing the limited time allowed for reserve Marines to train, the Formal School events contained in the T&R Manual have been reviewed to identify the events which require Formal School instruction. Those events which are required to be included in Reserve curriculum are coded "RFS" (Reserve Formal School). The remaining events may be incorporated into the reserve unit's training plan.

2. The T&R Manual contains billet qualification roadmaps for reserve Marines. These roads to qualification are created using a mixture of time in billet, CRP, progressive training, and Formal School attendance.

1027. CALCULATING INDIVIDUAL CRP

1. Each progressive event in the T&R Manual has an assigned Combat Readiness Percentage (CRP). The combined CRP total of the individual events is 100 percent. The CRP value for completing the MOS awarding school (Level A School) is 40%. Successful completion of an advanced MOS school (Level B School) is 10%. Completion of Professional Military Education Schools and Distant Learning products is not computed into an individual's CRP. The remainder of the CRP is derived from the completion and maintenance of the progressive events (Levels 1, 2, and 3). In order to begin receiving CRP value from accomplished training, each level's prerequisites must be met.

2. Trainers can determine the combat readiness of individuals by comparing the CRP total for completed events from Levels 1-3 with the total possible CRP value for the Marine's billet. For example, if a billet has a total possible CRP value of 79.75% and an individual's combined CRP based on completed individual events from Levels 1-3 is 50%, a trainer can quickly determine which events must be addressed in order to raise the individual CRP to a higher level. Individuals must complete assigned billet training for the previous level before a CRP value may be achieved from the next level. Once the sustainment period for a specific event has lapsed without retraining, the unit or individual must redemonstrate proficiency before the CRP points can be recalculated. CRP values are reported by primary billet assignment. If an individual is training in more than one billet, each billet receives a CRP.

1028. CALCULATING COLLECTIVE CRP

1. Collective CRP values are considered separately from Individual CRP values. Collective events have a total CRP value of 100%. A unit that successfully performs an event can achieve a satisfactory unit CRP value even when it is severely undermanned or when the individual members of the section have low individual CRP ratings.

2. The CRP and the sustainment interval should be used together in maintaining an accurate individual and collective CRP. Once the sustainment period for a specific event has lapsed without retraining, the unit or individual must redemonstrate proficiency before the CRP points can be recalculated.

1029. QUALIFICATION. The T&R Manual provides a standardized road map to billet qualification. These roads to qualification are created using a mixture of time in billet, CRP, progressive training, and Formal School attendance. By providing numerous roads to qualification, Marines may achieve billet qualification even if one or more of the roads is unavailable to them. These qualification road maps are revalidated during each T&R Subject Matter Expert (SME) conference.

1030. COMPLEMENTARY TRAINING. Formal Schools provide the initial instruction to qualify a Marine for an MOS. Progressive training then provides a process to maintain this level of training and to introduce new skills to the Marine. However, these two elements alone cannot prepare Marines for the challenges of the variety of billets they may be asked to fill. For this reason, the T&R Manual contains a list of complimentary

training designed to augment the progressive training and initial training the Marine receives. Complimentary training is provided in two categories.

1031. PROFESSIONAL READING. The Professional Reading appendix lists books that are recommended for professional development during progressive training levels. These texts may be optional reading or may be tied to specific T&R tasks and require some type of product to be produced by the individual.

1032. ADDITIONAL TRAINING. The Additional Training appendix lists civilian college courses, MCI courses, other service correspondence courses, etc., which are beneficial to professional development during progressive training levels. This training helps to provide an individual the opportunity to continue with professional career development regardless of deployment status or workload.