

Training SOP
Focused on the Warfighter

From:	Combat Camera & Printing Officer
To:	Combat Camera & Printing Personnel
Subject:	Training Standard Operating Procedures
References:	(a) MCRP 3-0A Unit Training Management Guide (b) MCRP 3-0B How to Conduct Training (c) MCO 1510.54C ITS OCCFLD 46 (d) MCO 3104.1 VI and COMCAM Support Manual
Purpose of this SOP:	The purpose of this SOP is to ensure that CCP personnel understand the following: <ul style="list-style-type: none"> • Importance of training. • Responsibilities of CCP personnel in regards to training. • Duties of the CCP Training NCO. • CCP Training operations.
Importance of Training:	<p><i>"I hear and I forget; I see and I remember; I do and I understand." Confucius</i></p> <p>As the philosopher states above -- until you actually do something, you cannot understand it. Imagine trying to drive a car by only reading the operator's manual or hearing a classroom lecture. Until you get behind the wheel of the car and put it into motion, you will not understand <u>how</u> to drive. The same goes for using a camera or operating an offset press in a tactical environment.</p> <p>Everything we do is based on tasks. Tasks, for the majority of Marines, are based on action verbs. Examples:</p> <ul style="list-style-type: none"> • <i>Operate</i> an offset press • <i>Operate</i> a camera • <i>Write</i> a caption <p>These state that you must do something in order to complete the task. Training is the key to learning, practicing, and eventually mastering a task. Training = Success in your occupation and on the battlefield!</p>
CCP Personnel are responsible to:	Combat Camera & Printing personnel are responsible to: <ul style="list-style-type: none"> • Read & understand this SOP. • Be familiar with reference (c) as it pertains to your MOS. • Be prepared for every training evolution.

	<ul style="list-style-type: none"> • Actively participate in all training evolutions.
Training NCO Duties:	<p>References (a) through (d) are provided as guidance. These must be utilized to create an efficient and effective training program. Res</p> <ul style="list-style-type: none"> • Maintain and update individual training jackets. • Maintain and update the unit's Troop Datasheet database. • Assist the CCP SNCOIC with coordination and scheduling of all annual battle skills training. • Assist the CCP SNCOIC with all local Training. I.e. New Horizons, off-base MOS training, etc... • Ensure Marines receive and complete all MCI's for their grade. • Document PFT scores in Troop Datasheet database. • Supervise Unit PT program. Post schedule on Read Board. • Maintain an accurate training schedule for each MOS per the ITS. Post on Read Board • Assist CCP SNCOIC with scheduling PME schools, I.e. Sgt's course. • Assist Marines in proper procedures for off-base education.
CCP Training Operations:	<p>Per the references and the CCP SOP, we will conduct training at least once a week for four hours on Thursday afternoons from 1300-1700. The Training NCO produces a training schedule and posts it on the unit Read Board. Your training will also include other items required by the Marine Corps, i.e. Rifle Range, PFT, Gas Chamber, etc. The CCP SNCOIC handles these in conjunction with the Training NCO. Expect to spend a significant amount of your time training.</p>
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