



UNITED STATES MARINE CORPS

1ST MARINE DIVISION (REIN), FMF
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INREPLY REFER TO

1500
3C
1 Sep 01

From: Combat Camera and Printing Officer
To: Combat Camera and Printing Unit

Subj: UNIT TRAINING PLAN

Ref: (a) MCO 3104.1
(b) MCRP 3-33.3A, COMCAM in Expeditionary Ops
(c) Division Training Guidance for FY-01
(d) MCRP 3-0A, Unit Training Management Guide
(e) MCRP 3-0B, How to Conduct Training

Encl: (1) Unit Mission Essential Tasks List (METL)
(2) Unit Training Plan Matrix for FY-01
(3) After-Action Report format

1. Purpose. Per references (a) through (d) and to provide training guidance, establish priorities and goals, and publish the Unit Training Plan.

2. Philosophy. LtCol Chips Catalone makes a simplistic, but accurate statement in reference (3) -- "You are either in contact, moving to contact, or training." This will be our training motto. Our unit is the only one of its kind in the MEF. We have to support warfighters across the spectrum of conflict by supporting their training exercises. This requires that we perform our tasks during their training. This is not the time to focus on our training, but rather a place to hone and employ our skills. We must be trained and ready to support when we deploy with these units. This requires us to build a prioritized plan that focuses on our individual and unit training in order to fulfill our METL's and ITS's.

3. Concept of Training. Training will be based on our METL as derived from the Division METL, ITS and references (a) and (b). Our METL is included as enclosure (1). The focus of effort is to perfect our support to the warfighters in the combined arms and air ground teams at the unit and organizational levels. The Division establishes long-range training objectives on the Division Training, Exercise, and Employment Plan (TEEP). We will support this TEEP as required by the Division and when it applies to our unit METL. We will also establish Unit Focused

Training (UFT) outlined in mid- and short-range training plans focusing on the remaining mission essential tasks and ITS.

4. Guidance. The Division commander stated his philosophy in reference (c). We must ensure we meet these expectations in our unit-training plan. Additionally, we facilitate Division and subordinate unit training by providing the warfighter combat camera and printing support. For the most part, this is not the time to focus on our unit or individual training. Honing our tasks should and must occur during these events. This will be made possible during after-action critiques where feedback will be provided to the Marines on their performance. Remember -- Our Marines attach to the units ready to perform their mission. The following amplifies this guidance.

a. During Division level exercises unit training and warfighter support will be accomplished concurrently. This is required due to the nature of the event. The Division is practicing mission essential tasks; therefore we train as well. But -- we must provide support to facilitate this training. Our imagery and printed materials are tools for the trainer and trainee, as well as a means to capture lessons learned for future events. This allows us to facilitate the Division long-range training objectives.

b. Unit Focused Training will encapsulate the remainder of our mission essential tasks not practiced in the Division level exercises. To identify and track this, we will publish a unit TEEP. This will be used as our mid-range training plan and will be based on a 12-month period as described in reference (d). Our TEEP will identify the UFT and participation in Division exercises. Greater detail for the UFT will be published in a calendar of events for the 3-month period. This calendar will provide the unit a detailed quarterly training plan. The mid-term and short-term plans will make up the Unit Training Plan.

c. Training must be conducted to standard. Our OCCFLD is very technical. This requires constant training in order to keep proficiency high and maintain pace with ever changing technology. Our UFT will exploit local civilian training facilities that teach our skill sets. A Marine from each section will attend a local facility every quarter. This Marine will then train his/her section personnel during the quarterly UFT. This combined with OCCFLD formal training opportunities will ensure our Marines are proficient and mission ready.

5. Training Priorities. Per reference (d), the following priorities are set:

a. Mission oriented training (training that ensures we meet our combat requirements).

b. Formal Training. (formal training requirements established by Marine Corps orders/directives, i.e. MBST, Rifle Range, Swim Qualification, etc.) Since these are taught to standard during Recruit Training and MCT, sustainment training is what occurs at the command level. This must come second to the combat mission since it is not trained elsewhere.

c. Ancillary training. (normally classified a troop information, i.e. Driver improvement, Equal Opportunity, etc.) This is usually done in a single event during the year and will be supported to the best of our ability. We should fulfill these when the Marine first checks aboard, before he is involved in the training plan.

6. Training Goals

a. Conduct an annual unit readiness exercise to validate our Time Phased Force Deployment Data (TPFDD) and to ensure we are prepared to deploy.

b. Prepare our Staff and NCO's as trainers IOT to decentralize training execution. To this end a major portion of our TAD/Training budget will support this effort. Each quarter a minimum of three trainers will receive formal training from a civilian facility that supports out METL/ITS.

c. Ensure our Marines receive training that support our METL, i.e. HMMWV licenses, Generator licenses, etc...

d. Develop procedures that support the training program.

e. Evaluation of each exercise or training event is invaluable. We must strive to better the unit and ourselves after each training evolution. In order to facilitate this, each event will have after-action reports (AAR) completed by all personnel identifying the positives and negatives. These will be used to make adjustments before the next training event and for historical documentation in the turnover folders. Enclosure (3) is provided as our AAR format.

7. Unit Training Plan. Enclosure (2) provides a matrix for the training plan. It identifies Division Tasks, METL, ITS and unit mission requirements in quarterly snapshot. The following events will be accomplished as described. Details for each

event will be published in separate Letters Of Instruction (LOI).

a. Annual Events. The following events will be done annually IOT support Division and unit METL.

(1) Desert Scimitar

(2) Combined Armed Exercise (1 each for COMCAM, 2 each for COMPRINT)

(3) Unit Readiness Exercise focusing on embarkation and deployment requirements.

b. Semi-Annual. The following shall be done twice a year.

(1) Night Vision Training

(2) Equipment operation training

(3) Embarkation of the Division Main COMCAM Cell

(4) Software training

(5) Personnel Inspections (one in Service Alphas & one in Service Charlies - per seasonal dress)

(6) Communication Equipment operation.

(7) TENTEX.

(8) Classes on Warfighting and MAGTF operations.

(9) Preventive Maintenance operations on equipment.

(10) Collateral duties as required.

(11) Imagery Archive, Accessions and Transmission operations.

(12) SOP and Desktop Procedure classes.

c. ITS. All tasks within the ITS will be performed as required.

d. Hip-Pocket Training. I task and challenge every SNCO and NCO to train our Marines daily. Every question and problem is a training opportunity. Do not just answer the question or

fix the problem, work through it with the Marine so he or she learns something new. "Hip-pocket" training is the best and usually most overlooked technique at our disposal.

8. Summary. Our mission to provide the warfighter world-class COMCAM support can only be accomplished through efficient and effective training. This plan is a living document, flexible with our chaotic world environment. Training must be foremost in our minds and practiced daily.

J.A. SANDERS

MISSION ESSENTIAL TASK LIST

1. Prepare and deploy the unit in support of the Division.
2. Prepare and deploy Combat Camera (COMCAM) Teams in support of MAGTF operations, various force options, and other such operations as directed.
3. Conduct Combat Camera operations.
4. Conduct Combat Printing operations.

Training Matrix

<u>1st Quarter</u>	<u>2nd Quarter</u>
<p>CAX 1&2 used as a UFT to accomplish numerous individual and unit tasks. Both Camera and Print Marines participate. The following will be accomplished at a minimum:</p>	<p>Unit focus training emphasizing section training requirements. This UFT is prime time for training supervised and coordinated by the SNCO's and NCO's. An LOI will be produced for this event. The following will be accomplished at a minimum:</p>
<ul style="list-style-type: none"> • Communications • Embarkation (partial) • ITS • Night Vision (camera and vehicle) • Preventive Maintenance • Equipment operation • TENTEX • Squad tactics • Team Leader training 	<ul style="list-style-type: none"> • Equipment operation • Preventive Maintenance • Software training • ITS • Night vision (camera) • Personnel inspection (Alphas) • Area clean-up • Archive, Accessions, and Transmission • SOP's and Desktop Procedures • Product Quality Control • Personnel Readiness evaluation
<u>3rd Quarter</u>	<u>4th Quarter</u>
<p>Unit focus training emphasizing unit training requirements. This UFT is prime time for training supervised and coordinated by the OIC and SNCOIC. An LOI will be produced for this event. The following will be accomplished at a minimum:</p>	<p>Unit focus training emphasizing section training requirements. This UFT is prime time for training supervised and coordinated by the SNCO's and NCO's. An LOI will be produced for this event. The following will be accomplished at a minimum:</p>
<ul style="list-style-type: none"> • Embarkation of all Vans • Move vans (does not have to be all) • MAGTF classes • Preventive maintenance on vans • Collateral Duties • The Printing Chief will utilize CAX 5&6 for tactical repro training. • Desert Scimitar occurs during this quarter and will be utilized for Division METL performance. 	<ul style="list-style-type: none"> • Equipment operation • Preventive Maintenance • Software training • ITS • Night vision (camera) • Personnel inspection (Alphas) • Area clean-up • Transmission • Collateral Duties • Archive, Accessions, and Transmission • SOP's and Desktop Procedures • Product Quality Control • Personnel Readiness evaluation

AFTER-ACTION REPORT

Rank & Name
Date

Subj: TYPE THE SUBJECT/EVENT NAME FOR AFTER-ACTION INFO

BACKGROUND

- Give a brief description of the subject event.

DISCUSSION

1. Discuss the pros and cons in bullet format
2. Discuss the pros and cons in bullet format
3. Discuss the pros and cons in bullet format
4. Discuss the pros and cons in bullet format
5. Discuss the pros and cons in bullet format

RECOMMENDATIONS

1. Identify recommendations for the areas of discussion
2. Identify recommendations for the areas of discussion
3. Identify recommendations for the areas of discussion
4. Identify recommendations for the areas of discussion
5. Identify recommendations for the areas of discussion