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UNITED STATES MARINE CORPS  
COMBAT LOGISTICS BATTALION 5  
COMBAT LOGISTICS REGIMENT 1  
1ST MARINE LOGISTICS GROUP, FMF  
BOX 555736  
CAMP PENDLETON, CALIFORNIA 92055-5736

IN REPLY REFER TO:  
1500  
S-3

From: Commanding Officer  
To: All Hands

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Ref: (a) MCO 1500.63 CH-1, Mandatory Individual Training Requirements  
(b) MCO 1553.3C, Unit Training Management  
(c) MCTP 7-20A, Unit Training Management Guide  
(d) MCTP 7-20A.1, How to Conduct Training  
(e) MCO 1553.10 MCTIMS SOP  
(f) MCO 1553.48 Professional Military Education  
(g) MCDP-7, Learning  
(h) MCO 5100.29C CH-2 Marine Corps Safety Management System  
(i) MCO 3000.13B, Marine Corps Readiness Reporting  
(j) 1st Marine Logistics Group FY23-24 Campaign Order  
(k) 1st MLG Commanding General's FY24 Training Guidance  
(l) 1st MLG FY24 Annual Training Plan  
(m) CLR-1 FY24 Commander's Training Guidance  
(n) CLR-1 FY24 Annual Training Plan  
(o) CLR-1 Training Support Planning Factors  
(p) CLB-5 FY24 Commander's Training Guidance

Encl: (1) CLB-5 FY24 Training Exercise Employment Plan  
(2) CLB-5 Quarterly Training Plan  
(3) Operational Risk Management Worksheet Template  
(4) After Action Report Template  
(5) CLB-5 Training Support Request Template

1. Situation. Combat Logistics Battalion 5 (CLB-5) is required to be manned, trained, and equipped to support world-wide deployments and contingency operations. This training plan covers the period from 1 October 2023 to 30 September 2024 and establishes the baseline requirements that the battalion will execute, in conjunction with all applicable references, in order to achieve success in real world operations. CLB-5 will train to proficiency in all exercises, operations, and activities it conducts, further enabling integration and synchronization across the functional areas of logistics. Using Marine Corps' doctrine and adaptive leadership, CLB-5 will foster a culture of continuous learning and professional competence that will bolster the battalion's ability to support Combat Logistics Regiment 1 (CLR-1), 1st Marine Logistics Group (1st MLG), and I Marine Expeditionary Force (I MEF) in the execution of their operational requirements. Safety will be a priority in all aspects of training and will be incorporated into all activities from the planning phase to the execution phase.

2. Mission. From 1 October 2023 to 30 September 2024, CLB-5 executes an aggressive, systematic, and innovative approach to Mission Essential Task (MET) based training and operations in order to develop the individual warfighter, enhance overall readiness, and ensure world-wide deployment readiness.

3. Execution

a. Commander's Intent

(1) Purpose. To provide guidance and direction to execute the fiscal year (FY) 24 training plan to increase MET readiness in realistic, relevant, challenging, scenario-based conditions and ensure completion of Marine Corps formal training requirements in accordance with the references.

(2) Method. CLB-5 will maintain core competencies by conducting core and assigned MET based training and competing FY and calendar year (CY) requirements per reference (a).

(3) Endstate. CLB-5 develops a ready, responsive, and resilient force that can provide logistics support to multi-domain and distributed operations in austere, expeditionary, and littoral environments that are contested across all domains. Through the completion of field exercises, professional military education (PME), annual/ancillary training, and leadership engagements, CLB-5 is postured to provide tactical logistics support across the competition continuum.

b. Concept of Operations. CLB-5 will conduct training aligned to the quarters of the FY with a focus on maximizing the battalion's ability to support adjacent and higher units. Training plans aligned to fiscal quarters will be aimed at increasing proficiency in individual and collective training requirements as the FY progresses. The battalion will nest its training within the guidance set forth in references (j) through (p) and will utilize its Core and assigned Mission Essential Task Lists (METL) to develop all training plans in anticipation of potential exercise and/or deployment requirements. We will satisfy individual and collective level Training and Readiness (T&R) event requirements and certifications in accordance with the respective Military Occupational Specialty (MOS) road maps and T&R Manuals while adhering to the T&R Manual's sustainment intervals to ensure personnel conducting training are operating in a safe and prescribed manner. At the conclusion of training events, training completion will be recorded through the Marine Corps Training Information Management System (MCTIMS) with associated Performance Evaluation Checklists (PECLs), rosters, and any other substantiating documents as required. Subparagraphs 3.b.1 through 3.b.4 list the battalion's main training efforts per fiscal quarter. See enclosures (1 and 2) for additional information.

(1) 1st Quarter FY23. This quarter covers the period from 1 October to 31 December 2023 and includes the following training events:

(a) Mission Oriented Training

1. Command Post Exercise 4-5 October 2023.
2. Battalion Field Exercise 16-20 October 2023.
3. Marine Corps Combat Readiness Evaluation (MCCRE)/STEEL KNIGHT 23.2 27 November to 14 December 2023.
4. Battalion Maintenance Stand-Down 23 October to 17 November 2023.

(b) Formal/Ancillary Training

1. Culmination of CY23 annual training requirements (Marine Corps Combat Fitness Test (CFT), Navy Physical Readiness Test (PRT), alcohol

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screening, counter-intelligence, prohibited activities and conduct (PAC), risk management, supervisor safety, unit Marine awareness and prevention integrated training (UMAPIT), level 1 anti-terrorism awareness (ATLV1), and operational security (OPSEC)).

2. 30% completion of FY24 annual training requirements (Combat Marksmanship Program (CMP) training, rifle qualification, pistol qualification, Chemical, Biological, Radiological, and Nuclear Defense (CBRND), sexual assault prevention and response (SAPR), cyber awareness challenge via MarineNet, records management, and urinalysis training).

(2) 2nd Quarter FY23. This quarter covers the period from 1 January to 31 March 2024 and includes the following training events:

(a) Mission Oriented Training

1. Pre-deployment training from 8-12 January 2024. This includes: Law of War, Operational Culture Training, Combat Life Saver (CLS), Traumatic Brain Injury (TBI) Program, Personnel Recovery (PR) Training (SERE), Tactical Combat Casualty Care (TCCC), Combat and Operational Stress Control (COSC) Program (Pre-Deployment E-1 through E-5), Combat and Operations Stress Control (COSC) Program (Pre-Deployment E-6 and above), Personnel Recovery (PR) Training (ISOPREP), Sexual Assault Prevention and Response (SAPR), and PACOM Theater Specific C-IED Threat and Awareness Brief.

2. Preparation, embarkation and deployment of personnel and equipment in support of Marine Rotational Forces-Darwin 24.3.

(b) Formal/Ancillary Training

1. A battalion organized Leadership and Ethics Seminar; reference the quarterly training plan for detailed timelines.

2. A battalion organized Corporal's Course; reference the quarterly training plan for detailed timelines.

3. 30% of CY23 annual training requirements and 75% completion of FY24 annual training requirements.

4. Combat Marksmanship Program training 18-19 January 2024 and 7-8 February 2024.

5. Combat Marksmanship Competition 9 to 25 February 2023.

6. Service directed safety stand-down ("Back in the Saddle" training) scheduled to take place from 3 to 5 January 2024.

(3) 3rd Quarter FY23. This quarter covers the period from 1 April to 30 June 2024 and includes the following training events:

(a) Mission Oriented Training

1. Preparation, embarkation and deployment of personnel and equipment in support of Marine Rotational Forces-Darwin (MRF-D) 24.3.

2. Participation in Southern Jackaroo, Bare Base Activation, Diamond Storm, and Tully 1.

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3. Embarkation and redeployment of personnel and equipment from MRF-D 24.1 to CONUS.

(b) Formal/Ancillary Training

1. A battalion organized Leadership and Ethics Seminar; reference the quarterly training plan for detailed timelines.

2. 75% completion of CY24 and 90% completion of FY24 annual training.

3. Service directed safety stand-down (Critical Days of Summer) scheduled to take place on 11 and 18 May, and 29 June 2024.

(4) 4th Quarter FY23. This quarter covers the period from 1 July to 30 September 2024 and includes the following training events:

(a) Mission Oriented Training

1. Participation in exercises Render Safe, Bare Base Activation, Predator's Run, Red Exercise, Tully 2, and Crocodile Response.

2. Embarkation and redeployment of personnel and equipment from MRF-D 24.3 to CONUS.

(b) Formal/Ancillary Training

1. 90% completion of CY24 annual training.

2. 100% Completion of FY24 training.

c. Training Guidance

(1) METL. Training will be based on Marine Corps publications and will reflect a progressive approach to proficiency. The battalion will train to, and become adept in, executing the following Marine Corps Tasks (MCT):

- (a) MCT 1.1.2.2.1 Provide Headquarters for an LCE
- (b) MCT 1.13.2.1 Provide Evacuation Control Center
- (c) MCT 1.15.1.2 Coordinate Foreign Humanitarian Assistance
- (d) MCT 4.1.2 Ground Supply Operations
- (e) MCT 4.2.1.2 Intermediate Maintenance
- (f) MCT 4.2.2 Ground Equip Maintenance
- (g) MCT 4.3.2 Conduct Port and Terminal Support
- (h) MCT 4.3.3 Motor Transport Operations
- (i) MCT 4.4 General Engineering Operations
- (j) MCT 4.5 Provide Health Services
- (k) MCT 6.8.1 Conduct EOD Operations

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(2) See reference (p) for additional training guidance.

d. Training Priorities

(1) Core Competencies. The following core competencies will guide all battalion individual and collective training plans:

(a) Motor transport operations (to include licensing)

(b) Communications training (06XX, 28XX, and incidental)

(c) Night operations

(d) Small unit tactics (e.g., small unmanned aerial systems integration, Marine Corps Common Skills, field craft, indirect fires, close air support)

(e) Medical training (e.g., Tactical Combat Casualty Care (TCCC), Combat Lifesaver, and Valkyrie training)

(f) Cross-training with attachments including but not limited to utilities, engineers, bulk fuel, landing support, air delivery, intermediate maintenance, and intermediate supply.

(2) Individual Training

(a) Marksmanship training

(b) CBRND training

(c) Swim Qualification

(d) Cyber Awareness training

(e) Physical Fitness (PFT/CFT)

(f) Professional Military Education

(g) Marine Corps Martial Arts Program

(h) TCCC

(3) Crew/Section/Platoon Level Training

(a) Licensing (to include ammunition/Hazardous material (HAZMAT) endorsements)

(b) MET driven and T&R based training to cover 2000-5000 level training events

(c) Crew served weapons employment and proficiency

(d) Small unmanned aerial system licensing and employment

(e) Commodity/section specific training

(f) Leader-lead training to include Level 1 Anti-Terrorism Awareness, Prohibited Activities & Conduct (PAC) Prevention &

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Response, Risk Management, Unit Marine Awareness and Prevention Integrated Training, Sexual Assault Prevention and Response, Operational Security, and Records Management.

(3) Company Level Training

(a) Training that sustains a Defense Readiness Reporting System - Marine Corps (DRRS-MC) training standard of T1 or T2.

(b) License management

(c) Small-unit physical training

(d) 6000-level training events

(e) Leader-lead training to include Level 1 Anti-Terrorism Awareness, Prohibited Activities & Conduct (PAC) Prevention & Response, Risk Management, Unit Marine Awareness and Prevention Integrated Training, Sexual Assault Prevention and Response, Operational Security, and Records Management.

(4) Battalion Level Training

(a) Minimum semi-annual battalion command operations center setup and validation of our Tactical Standard Operating Procedures.

(b) Development of a training cadre certified in the following specialties to promote organic training:

1. Combat Marksmanship Coach

2. Combat Marksmanship Trainer

3. Marine Corps Water Survival Instructor

4. Force Fitness Instructor

5. Martial Arts Instructor

(c) Minimum of two safety stand-downs as directed by Headquarters Marine Corps.

(d) A quarterly, battalion organized Lance Corporal Leadership and Ethics Seminar

(e) A semi-annual, battalion organized Corporal's Course

(5) 1st MLG Requirements. See references (i) through (l).

(6) CLR-1 Requirements. See references (m) through (o).

(7) Other Routine Training

(a) Chemical, Biological, Radiological, and Nuclear Deterrence Training

1. The Individual Protective Equipment Confidence Chamber is a FY training requirement for all Marines.



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2. Reconnaissance and Surveillance Team. One (8) Marine team per company is required. Marines will be assigned in writing and will require four hours of sustainment training per team, per fiscal quarter. Training will be coordinated by the battalion operations section.

3. Decontamination Teams. One (6) Marine team per company is required. Marines will be assigned in writing and will require 40 hours of training to be certified. Training will be coordinated by the battalion operations section.

4. Leadership at all levels will fully incorporate Mission Oriented Protective Posture gear into training events possible.

5. HAZMAT Training. The battalion will maintain appropriate hazardous material handlers to meet mission requirements. Training is available through Camp Pendleton Base Environmental.

e. Training Events

(1) Mission-Oriented Training. Individual and collective training which provides Marines and Sailors with the skills, knowledge, and attitudes necessary to discharge the required duties in support of a unit's mission. This type of training encompasses all platoon, company, and battalion training events as well as any events, exercises, or deployments that the battalion is tasked to participate in from higher headquarters.

(2) Formal Training. Marine specific training that prepares individuals for basic survival on the battlefield to include Marine Corps Common Skills, marksmanship, physical fitness, combat water survival, CBRND, and leadership training. Formal training is directive in nature but should be prioritized below mission-oriented training when developing training plans.

(a) Common Skills Training. Individual training and the mastery of individual core skills are the building blocks for our combat readiness, and as such, the individual Marine and Sailors' ability to perform critical skills required in combat is essential. The battalion will ensure that Common Skills training is integrated into all training evolutions when possible, in accordance with Navy and Marine Corps publication 3500.18D (Marine Corps Common Skills T&R Manual).

(b) Marksmanship. Combat marksmanship proficiency is a key element in the foundation of military effectiveness in ground combat operations. As such, the battalion will be trained to effectively employ the individual service weapons with which they are assigned. Marines and Sailors will conduct rifle and pistol qualifications per Marine Corps Order 3574.2M (Marine Corps Combat Marksmanship Program) and leaders will ensure that individual Table of Organization weapons are used in all training events.

(c) Physical Fitness. Every Marine and Sailor must be physically fit and should adopt a healthy lifestyle to be better prepared for the myriad missions and obstacles they may face. The Marine Corps Physical Fitness Tests (PFT), Combat Fitness Tests (CFT), Navy Physical Readiness Test (PRT), combined with MOS specific physical standards, are the means in which the services assess the general and occupational fitness of our Marines and Sailors, respectively. As such, PFTs/CFTs and PRTs will be conducted in accordance with Marine Corps Order 6100.13A W/CH 4 (Marine Corps Physical Fitness and Combat Fitness Tests) and Navy guidelines. All PFT/CFT events will be monitored by no less than two Command Physical Training

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Representatives (CPTR) and the primary CPTR monitoring the event must be a staff noncommissioned officer (SNCO) or officer.

(d) Combat Water Survival. Marines are amphibious by nature and are expected to operate in aquatic environments. In accordance with Marine Corps Order 1500.52D (Marine Corps Water Survival Training Program), all Marines are required to attain a "Water Survival Basic" qualification (at a minimum) in order to meet training requirements, reduce fear, raise self-confidence, and sustain the ability to survive in the water.

(e) CBRND Training. All personnel within the battalion must be trained in CBRND per Marine Corps Order 3400.3H (CBRND Policy and Training) in order to survive and continue their mission in said environment. In order to develop and maintain the ability to operate in a CBRND environment, CBRND training will be an integral part of our training plan and all training events will be conducted under CBRND conditions whenever possible.

(f) Leadership Training. Leadership training will be a deliberate effort across all levels of the battalion. All Marines and Sailors will attend the appropriate level of professional military education (PME) or the formal school that is applicable with their rank, MOS, and billet. Additionally, platoon, company, and battalion leadership will maintain aggressive internal PME programs focused on professional reading, values-based, and ethics-based training. Marine Corps Order 1553.4B (Professional Military Education) will be the order which guides the battalions PME efforts. See enclosures (1) and (2) for updated PME schedules.

(g) Night Training. Current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility since these factors significantly increase the difficulty of basic skills. To ensure we are capable of accomplishing missions under limited visibility, we will plan night operations for all training events when possible. When there is limited training time available, night training will take precedence over daylight training, contingent on the proficiency of those conducting training.

(h) Staff Planning. The Marine Corps Planning Process (MCP) is an essential part of command and control, is designed to enhance a commander's ability to make sound and timely decisions and assists in creating efficiency amongst and between staffs. The battalion will incorporate instruction and execution of the MCP into its annual training plan and nest it within our major training events and exercises.

(i) Marine Corps Martial Arts Program. Mentally, physically, and morally resilient Marines are capable warfighters. The Marine Corps Martial Arts Program (MCMAP) addresses this need for resiliency by exposing Marines to physical hardships and interpersonal violence with an emphasis on PME, study of warrior cultures, and frequent experience with combative techniques and environments, ultimately producing a Marine and unit that is more lethal and able to handle the rigors of combat. MCMAP training will be incorporated into physical conditioning whenever possible, and leaders will ensure that the requisite number of instructors are available at the company level. Although the Marine Corps does not direct belt level requirements by rank, belt level does effect competitiveness for promotion among junior Marines. As such, leaders will ensure that junior Marines are completing the appropriate level of MCMAP training to increase competitiveness in accordance with Marine Corps Order 1616.1 (Junior Enlisted Performance Evaluation System).

(j) Low Electronic Signature Environment Training. To be able to conduct actions which would allow us to exploit, attack, protect, and manage the Electromagnetic Operational Environment (EMOE), training plans will include considerations focused around the EMOE. Through focused EMOE training, the battalion will become more proficient in its ability to operate in a reduced, low signature communications spectrum.

(k) Tactical Combat Casualty Care. Per MARADMIN 421/22 (Tactical Combat Casualty Care (TCCC) - Combat Lifesaver (CLS) Implementation), two Marines per corpsman listed on the battalion's Table of Organization must be TCCC-CLS certified triennially. TCCC training provides the individual service member with the concepts necessary to provide lifesaving skills needed to render medical aid to a trauma casualty, both in garrison and on the battlefield. All Marines will be trained prior to deployment.

(3) Ancillary Training. Training that supports individual readiness such as suicide prevention, standards of conduct, voluntary education, and equal opportunity training. Ancillary training is directive in nature but should be prioritized below mission-oriented and formal training requirements when planning.

f. Reporting

(1) After Action Reports. Accurate and timely feedback from Marines and Sailors following the conclusion of training events is crucial to correcting deficiencies, increasing proficiency, and creating better training evolutions in the future. After Action Reports (AAR) will be due to the battalion S-3 no later than ten working days after training has concluded. The battalion S-3 will ensure the AAR is uploaded to the Marine Corps Training Information Management System (MCTIMS) no later than 15 working days after training has completed. AARs will be generated for the following training events: platoon and company level training events, theater security cooperation exercises, service level training exercises, deployments, I MEF directed exercises, and any training directed by the battalion's commanding officer. See enclosure (4) for AAR template.

(2) DRRS-MC. DRRS-MC improves current operations by reducing life cycle costs, improving personnel efficiency, and consolidating resource reporting and MET/Mission assessments into a single system. The battalion S-3 will ensure that the unit's equipment and personnel readiness is recorded in DRRS-MC in accordance with reference (i).

(3) MCTIMS Unit Training Management Module. The MCTIMS Unit Training Management (UTM) Module provides unit readiness forecasts based on planned training and readiness event completion, allows for analysis of future training gaps, and generates summary training reports.

(a) The battalion will utilize the UTM Module to track, report, score, and manage training.

(b) All Performance Evaluation Checklists for T&R or MET event assessment will be generated from MCTIMS.

(c) The companies (for company level training) and battalion S-3 (for battalion level training) will utilize the MCTIMS UTM Calendar to report training completion (e.g., E-Coded event completion, training rosters, T&R event completion, supporting documents, AARs, etc.).

g. Tasks

(1) Executive Officer

(a) Supervise the efforts of the battalion's staff and company commanders in the planning and execution of training in accordance with this training plan.

(b) Monitor and coordinate officer enrollment in, and completion of, appropriate non-resident PME courses.

(c) In concert with the S-3 and Sergeant Major, develop and lead an aggressive officer and SNCO PME program.

(d) As required, establish, supervise, and coordinate the conduct of the battalion's internal inspection program in support of the Commanding General's Readiness Inspection, Logistics Readiness Evaluation, Field Supply and Maintenance Analysis Office inspection, and Marine Corps Administrative Analysis Team inspection.

(e) Appoint a Ground Safety Manager and ensure they are sent to the Ground Safety Manager's Course no later than (90) days after their appointment.

(f) Integrate internal inspections into the TEEP to ensure calendar control and task prioritization.

(2) Sergeant Major

(a) Periodically monitor training events and provide the commanding officer direct assessments of their effectiveness.

(b) In concert with the S-3, coordinate and monitor the assignment and completion of formal PME courses for the battalion's enlisted Marines and Sailors.

(c) In concert with the Executive Officer and S-3, develop and lead an aggressive officer and SNCO PME program.

(3) S-1. Coordinate personnel and administrative requirements in support of the battalion's training efforts.

(4) S-2

(a) As required, coordinate security clearances and access for personnel to support training.

(b) Produce and disseminate intelligence products in support of training exercises and operational requirements.

(c) Provide intelligence support to signature management in the form of threat and vulnerability assessments during training exercises.

(d) Plan and direct training for small unmanned aircraft systems employment.

(5) S-3

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(a) Oversee, disseminate, and provide exercise planning support and execution resourcing for the battalion.

(b) Maintain and publish a Training and Exercise Employment Plan (TEEP).

(c) Coordinate all movement support requirements for training events.

(d) Manage the assignment of all range, course, and school quotas for the battalion.

(e) In concert with the S-4, prioritize and allocate training ammunition.

(f) Draft and submit reports documenting the battalion's readiness in DRRS-MC.

(g) Publish letters of instruction and/or operations orders for all battalion level training events and inspections.

(h) Supervise the completion of all annual training requirements in accordance with applicable references.

(i) As required, and in concert with the S-4, schedule maintenance stand-downs and include them in the TEEP.

(j) Record training completion for the battalion into MCTIMS.

(k) As required, schedule and record battalion Marine Corps Combat Readiness Evaluation certifications in MCTIMS. Additionally, ensure MCTIMS UTM training is conducted on a quarterly basis.

(l) Review Operational Risk Management (ORM) worksheets submitted prior to the execution of training and provide guidance/assistance if required to ensure the appropriate safety measures are in place before training commences.

(m) Assist in the planning, execution, and supervision of individual and collective training requirements outlined in the applicable T&R Manuals and METLs.

(n) Assist in the planning, execution, and supervision of individual and collective training requirements in basic and advanced medical skills (including TCCC) to ensure the unit can effectively render medical aid to a trauma casualty.

(o) In accordance with Marine Corps Order 3400.3H (CBRND Policy and Training), assist in the planning, execution, and supervision of individual and collective CBRND training requirements focused on current tactics, techniques, and procedures required to operate in a CBRND environment.

(p) Assist in the planning, execution, and supervision of individual and collective training requirements focused on increasing proficiency and combat effectiveness while operating during the hours of darkness and in low light conditions.

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(q) Record all training documentation in the MCTIMS UTM Module no later than fifteen working days after training has concluded. Retain electronic records for two years.

(r) Include indoctrination, annual, and workplace specific safety training in the battalion's TEEP.

(6) S-4

(a) Source and provide resources in support of training events.

(b) Submit all Class V requisitions through the Total Ammunition Management Information System to ensure planned training is appropriately resourced.

(c) In concert with S-3, schedule and orchestrate command-wide maintenance stand-downs as required.

(d) Supervise the planning and execution of all maintenance management training within the battalion. In concert with the S-3, ensure the schedule is published on the battalion's TEEP.

(e) Supervise the planning and execution of all embarkation training within the battalion. In concert with the S-3, ensure the schedule is published on the battalion's TEEP.

(f) Supervise the planning and execution of all Arms, Ammunition, and Explosives, safety, HAZMAT, and embarkation training within the battalion. In concert with the S-3, ensure the schedule is published on the battalion's TEEP.

(g) Coordinate Global Command Support System Marine Corps (GCSS-MC) training opportunities, track attendance, and ensure all required personnel receive GCSS-MC training.

(h) Ensure appointed safety officer is scheduled to attend appropriate training.

(7) S-6

(a) Implement a communications training program which includes transmissions, telecommunications, networking, satellite communications, and service-related instruction. Training should be focused on the consistent planning, installation, operation, maintenance, and defense of a rapid, reliable, secure, and scalable communications architecture in support of battalion operations.

(b) As required, provide communications support to training evolutions.

(8) Companies

(a) Incorporate all direction and guidance included in this training plan and reference (a) through (p) into your company training programs.

(b) Plan, execute, and evaluate progressive, mission-oriented training in accordance with the appropriate T&R Manuals using the systems approach to training.

(c) Establish company specific professional development and PME plans.

(d) Submit guiding documentation for training events (e.g., letters of instruction, ORMs, fragmentary orders, synchronization matrixes, etc.) to the battalion S-3 no later than three weeks prior to live fire events and two weeks prior to non-live fire events. Confirmation briefs will be conducted no later than one week prior to training execution.

(e) Provide input to the upcoming Battalion Quarterly Training Plan the first week of every quarter.

(f) Publish quarterly company training plans 10 weeks prior to the quarter of execution.

(g) Record all company-level training in MCTIMS in accordance with references (b) through (e).

#### 4. Administration and Logistics

##### a. Coordinating Instructions

###### (1) Training Requests

(a) All training events that require ranges, training areas, or support from the battalion staff or higher will be coordinated through the battalion operations section.

(b) Training support requests will be submitted to the battalion operations section no later than one month prior to training commencement for live fire training and three weeks prior for non-live fire training. A training support request template can be found in enclosure (5).

(c) Upon receipt of training support requests, the battalion operations section will record the request in the "Training Support Requests Tracker" located in the battalion S-3's Microsoft Office Teams folder.

(2) Confirmation Briefs. Confirmation briefs for all training events will be due to the battalion operations no later than one week prior to training commencement. The following events require a confirmation brief chaired by the battalion's commanding officer:

(a) Any hike over six miles

(b) Convoy operations (long range convoys or movements in support of external unit exercises)

(c) Live fire/demolition training

(d) Low visibility or "blackout" driving

(e) Air delivery and helicopter support team operations

(f) Company/battalion level field exercises

(g) Battalion level Family Readiness events

(h) Participation in a theater security cooperation exercise

(i) Participation in any I MEF directed exercise

(3) Risk Mitigation

(a) Per reference (h), risk factors for all training events will be assessed to ensure leaders employ prudent risk mitigation measures appropriate to the situation. Risks will be analyzed/discussed and hazards mitigated to the fullest extent possible prior to training commencement.

(b) Per reference (h), the battalion will ensure that a Training Safety Officer and High-Risk Training Safety Officer is appointed in writing.

(c) ORM worksheets are required for all training events. An ORM template can be found in enclosure (3). The Joint Risk Assessment Tool found at <https://jrat.safety.army.mil/Login.aspx> will be used for ORM submissions.

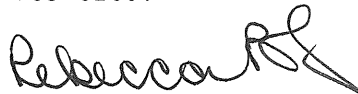
(4) Safety Training

(a) Per reference (h), the battalion will conduct two safety stand-downs in FY24. The first safety stand-down is "Back in the Saddle" (BITS) training which must be completed during the period of 1 through 31 January 2024. The second safety stand-down is "101 Critical Days of Summer" which will be completed during the period of 1 May through 30 August 2024. In addition to the safety focused stand-down classes, the battalion will conduct classes on physical security, law enforcement, crime prevention, anti-terrorism, and operational security.

(b) Motorcycle training (Basic Riders Course, Advanced Riders Course, and Military Sport Bike Riders Course) and driver improvement class training (for all personnel under the age of 26) will be included in the battalion's TEEP.

b. Logistics. All training support requests will be submitted to the battalion operations section in accordance with applicable submission timelines. The battalion operations section will work with the appropriate sections within the battalion to source training support requests.

5. Command and Signal. The point of contact for this annual training plan is the CLB-5 Operations Officer at 760-763-6160.



R. A. BOLZ