Appendix A
Recommended UTM Tasks by Grade

> This appendix identifies generic tasks that Marines at the indicated grade should be able to accomplish. These tasks cover the spectrum of training. They may be used to develop training that can improve training management skills throughout the ranks.

CPL.7.1 Conduct Individual Training (Cpl)*
CPL.7.2 Supervise Marines' Performance (Cpl)*

SGT.7.1 Determine Individual Proficiency (Sgt)*
**SGT.7.2 Conduct Individual/Team/
        Crew Training***
SGT.7.3 Conduct an After-Action Review*
**SGT.7.4 Utilize Platoon Level Manual
        War Games***

Supervise:
    Individual training
    Team/crew (collective) training
Know individual training requirements
Manage training time
Use simulators to enhance individual/crew pro-
    ficiency
Debrief an exercise
Supervise training:
    Issue training guidance
    Issue appropriate operation orders
    Conduct rehearsals
    Execute training
Evaluate training:
    Select specific tasks for evaluation [both in-
        dividual training standard (ITS) and mis-
        sion performance standard (MPS)]
    Observe training
    Record good points and deficiencies
    Conclude training exercise
    Conduct debrief with training participants
        (listen to feedback)
    Provide quantitative and qualitative feedback
        to participants on their training
        performance

*This task exists as a Marine battle skills training task, an ITS, or as an officer competency.

SSGT.7.1 Determine Individual Proficiencies of the Unit*

Use ITSs to develop individual training plans
Conduct a training assessment

SSGT.7.2 Prepare Individual Training Input for the Unit's Training Schedule*

Develop a strategy for training
Conduct battle simulations

SSGT.7.3 Execute the Unit's Training Schedule*

Develop a training schedule

SSGT.7.4 Utilize Company-Level War Games*

Determine resources required to support the training plan
Request resources required to support the training plan
Apply SAT as outlined in UTM pubs

GYSGT.7.1 Prepare Individual Training Input for the Unit's Midrange Plan*

Request for training support or develop training support requests
Secure resources to supply your training plan
Evaluate training:
    Select tasks for evaluation
    Determine level of proficiency
Assist in developing a METL
Use MPSs to develop team/unit training plans
Develop a long-range training plan
Develop a midrange training plan
Develop a short-range training plan

*This task exists as a Marine battle skills training task, an ITS, or as an officer competency.

9901.6.3 Conduct Training*

Conduct a training exercise
    Command post exercise
    Field training exercise
    Live fire exercise
    Fire support coordination exercise
    Deployment exercise
    Joint training exercise
    Combined training exercise
    Map exercise
    TACWAR/sandtable/terrain model exercise
Prioritize training or establish training priorities
Know enlisted/officer training requirements
Function as a tactical exercise evaluator controller (TEEC) for Marine Corps Combat Readiness Evaluation System (MCCRES)
Know annual training requirements
Acquire training/school quotas
Develop a training SOP

9901.1.20 Demonstrate Knowledge Sufficient to Identify the Responsibilities of Command that Encompass Administration, Military Law, Training Management, Maintenance Management, and Logistics (Captain

Competency)*
*This task exists as a Marine battle skills training task, an ITS, or as an officer competency.

Prepare an exercise directive
Prepare an operation plan
Prepare a letter of instruction for training
Prepare a contingency plan
Conduct pre-exercise planning
Write an after-action review
Supervise staff training
Write a training philosophy letter
Write an after training exercise review
Analyze your unit's assigned missions
Analyze capabilities of your unit
Coordinate the development of METL
Approve METL
Design/develop training plans: long-, mid-, and short-range
Revise METL
Revise training plan to train to deficiencies
Request training support
Provide input to MCTEEP
Write a training guidance letter
Write a philosophy of command/training letter

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