Appendix B

Training Records

Training management is a vital, yet often time-consuming, task. This appendix outlines a concise technique of managing individual and collective training, at platoon or section level, through the use of training records. If commanders use training management principles properly, they can document past training, identify current individual and unit skill proficiency, and identify future training requirements. Training management records provide commanders with the immediate training status of individuals, teams, sections, squadrons, and platoons. Training manage- ment can be applied to any MOS.

For a training management system to be effective, it requires a training record for each individual and for each platoon or section in a unit. Although not required, additional charts may be developed by the using units to track company and battalion collective task proficiency.

INDIVIDUAL TRAINING RECORD

MCOs in the 1510 series, *Individual Training Standard (ITS)*, that deal with ITSSs state, "ITSs which are mastered should be recorded and scheduled for sustainment/refresher training in the future". Therefore, an individual training record (ITR) is kept on each individual in the unit.

Within an individual training record, a separate record is normally maintained on each of the three main categories of training (mission-related, formal, and ancillary). Figure B-1 is an example of a locally-produced method of recording mission-related ITSs.

Figure B-2 is another example of tracking mission-related individual performance using assigned percentages for each task expected to be completed by a Marine. Each assigned percentage is weighted based on its importance and provides an objective combat readiness percentage (CRP) for each Marine.

The CRPs used for MOS 0341 (mortarman) in figure B-2 are only examples. The user may modify the CRP values of each ITS as appropriate. If an ITSs does not fulfill unit METL capabilities, it should not be included in training and it should not contribute towards the CRP. After a Marine performs a task listed on one of the charts, the trainer enters the date that the Marine satisfactorily executed the training. If a task is listed on one of the charts but it has not been tested or it was not successfully executed, the block on the chart remains blank.

Note
A CRP of zero results if the task is not retrained within the designated sustainment period in accordance with the ITSS.

Figure B-3 is an example of tracking formal training requirements. No example is provided for tracking ancillary training. Local commands can design ancillary tracking forms to meet their needs.

Since a Marine's squad/section leader normally has daily contact with the Marine, he/she normally updates the Marine's record. The platoon sergeant, or appropriate section cheif, supervises the accuracy and timeliness of the entries and informs the platoon commander of changes in a Marine's proficiency. The ITR and any platoon records should be maintained within the platoon.

PLATOON PROFICIENCY CHART

Figure B-4 is an example of a locally-produced platoon proficiency chart (PPC). It shows the platoon by normal rifle platoon table of organization (T/O) and has provisions for modification by the user. The PPC is kept by the platoon sergeant, for the platoon commander. As the platoon successfully completes collective tasks, the date of completion is recorded. For example, if the rifle platoon conducted a successful ambush patrol during its training on 8 October, that date would be recorded on the chart.

Remember that individual Marines also receive credit for ITSs while performing collectively as a unit. For example, all Marines in the unit would receive a satisfactory rating for ITS 0311.1.2 (Move in Combat Formations) and the date would be entered in their ITR. In addition, other Marines in the unit may

INDIVIDUAL TRAINING STANDARDS PER MCO 1510.95
FOR
1371, COMBAT ENGINEER , ENLISTED

COMPANY: _____
PLATOON: _____

(RANK)   (LAST NAME)   (FIRST NAME)   (INIT)   (SSN)

TASK NO:	MISSION ESSENTIAL TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	RANK	FREQ
	MOBILITY														
	1. CONDUCT ENGINEER RECONNAISANCE														
	2. BREACH OBSTACLES														
	3. CONSTRUCT PIONEER ROADS														
2.24	DESTROY NONEXPLOSIVE OBSTACLE													E2	S
	4. ASSAULT BRIDGING														
	5. CLEAR MINES														
2.22	BEACH FOREIGN MINEFIELDS													E2	A
	6. CLEAR HELO LANDING ZONES														
1.15	DROP STANDING TREES													E2	S
	COUNTERMOBILITY														
	1. PLACE MINES														
3.11	PLACE/REMOVE STANDARD PATTERN MINE CLUSTERS													E2	A
	2. CONSTRUCT AND SUPERVISE OBSTACLES AND BARRIERS														
3.1	CONSTRUCT WIRE OBSTACLES													E2	S
3.2	CONSTRUCT ABATIS OBSTACLES													E2	S
3.3	CONSTRUCT LOG OBSTACLES													E2	A
	SURVIVABILITY														
	1. CONSTRUCT AND SUPERVISE FIELD FORTIFICATIONS														
1.16	CUT TIMBER TO SIZE													E2	A
1.17	PLACE TIMBER													E2	S
4.1	PLACE REVETMENT MATERIALS													E2	A
4.5	ERECT CAMOUFLAGE NETTING													E2	A
	GENERAL ENGINEERING														
	1. CONSTRUCT STANDARD STANDARD AND NONSTANDARD BRIDGES														
	2. PROVIDE TACTICAL WATER/HYGIENE SERVICES														
	3. PROVIDE TACTICAL ELECTRICAL SUPPLY														
	4. PROVIDE MISSION ESSENTIAL TEMPORARY VERTICAL CONSTRUCTION														
1.1	CUT LUMBER TO DIMENSION													E2	S
1.2	PLACE LUMBER													E2	A
1.10	CONST CONRETE BLOCK STRUCTURES													E2	S
2.19	ASSEMBLE PREFABRICATED MATERIALS													E2	A
	5. PROVIDE MISSION ESSENTIAL TEMPORARY HORIZONTAL CONSTRUCTION														
1.6	MIX CONCRETE													E2	S
1.8	PLACE CONRETE													E2	A
1.9	FINISH CONCRETE													E2	S
	6. PERFORM DEMOLITIONS MISSIONS														

To be used as a record of the training completed and as a proficiency counseling form. Ensure that the month the training is accomplished is marked differently than the month that counseling occurs.

Figure B-1. Example of Recording Mission-Related ITSs.

also have successfully performed land navigation, MEDEVAC procedures, and call for fire while performing the unit's collective task, these date would also be entered in their ITRs.

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Paste figure B-2 here.

Paste figure B-2-continued here.

Paste figure B-3 here.

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Figure B-4. Example of a Locally-Produced PPC.

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0331, MACHINEGUNNER

TASK #	TASK TITLE	SUSTAINMENT INTERVAL (mos.)	GRADE	VAL	DATE	CRP
100 LEVEL TASKS						
0300.1.1	MARCH UNDER A COMBAT LOAD	6	PVT	1.50%	dd/mm/yy	x.xx%
0300.1.2	IDENTIFY ENEMY AND FRIENDLY EQUIPMENT	6	PVT	0.50%	dd/mm/yy	x.xx%
0300.1.3	EXECUTE IMMEDIATE ACTIONS UPON CONTACT	6	PVT	1.00%	dd/mm/yy	x.xx%
0300.1.4	OPERATE AS A MEMBER OF A PATROL	6	PVT	1.00%	dd/mm/yy	x.xx%
0300.1.6	ENVIRONMENT	6	PVT	0.50%	dd/mm/yy	x.xx%
0300.1.7	CLEAR A ROOM ENGAGE TARGETS WITH THE M16A2 USING FIELD	6	PVT	1.50%	dd/mm/yy	x.xx%
0300.2.1	EXPEDITE FIRING AIDS MAINTAIN THE AN/PVS-4 INDIVIDUAL WEAPON	6	PVT	1.50%	dd/mm/yy	x.xx%
0300.2.2	NIGHT VISION SIGHT ZERO A NIGHT VISION SIGHT AN/PVS-4 TO AN	6	PVT	0.25%	dd/mm/yy	x.xx%
0300.2.3	M16A2 RIFLE ENGAGE TARGETS WITH THE M16A2 USING THE	6	PVT	0.50%	dd/mm/yy	x.xx%

Figure B-2. Example of a CRP Tracking Tool.
(Note: the VAL column would normally total 100% for a complete list of tasks.)

TASK #	TASK TITLE	SUSTAINMENT INTERVAL (mos.)	GRADE	VAL	DATE	CRP
0300.2.4	AN/PVS-4 NIGHT VISION SIGHT MAINTAIN AN /PAQ-4B INFRARED AIMING LIGHT	6	PVT	1.50%	dd/mm/yy	x.xx%
0300.2.5	(IAL) BORESIGHT THE AN/PAQ-4B INFRARED AIMING	6	PVT	0.25%	dd/mm/yy	x.xx%
0300.2.6	LIGHT (IAL) TO THE M16A2 ENGAGE TARGETS WITH THE M16A2 USING THE	6	PVT	0.50%	dd/mm/yy	x.xx%
0300.2.7	AN/PAQ-4B	6	PVT	1.00%	dd/mm/yy	x.xx%
0300.3.1	MAINTAIN RADIO SETS	6	PVT	0.25%	dd/mm/yy	x.xx%
0300.3.2	ASSEMBLE THE AN.PRC-119 SINCGARS RADIO COMMUNICATE USING THE AN/PRC-119 SINCGARS	6	PVT	0.25%	dd/mm/yy	x.xx%
0300.3.3	RADIO	6	PVT	0.50%	dd/mm/yy	x.xx%
0300.3.4	WATERPROOF COMMUNICATION EQUIPMENT	6	PVT	0.50%	dd/mm/yy	x.xx%

Figure B-2. Example of a CRP Tracking Tool—Continued.
(Note: the VAL column would normally total 100% for a complete list of tasks.)

NAME	RAGMAN, JOSEPH S.		RANK	LCPL		SSN/MOS		263 19 2700/0311	
ADBD 920513	PEBD 320513	EAS	960512	DOB 720708		DOR 930901	GAS MASK		M
SWIM WSQ	WPN/#11967534		RIFLE QUAL 940912			PISTOL QUAL		FAM	

EST SUBJECT	DATE	DATE	DATE	DATE	EST SUBJECT	DATE	DATE	DATE	DATE
CODE OF CONDUCT	930125	940216	950114		NBC DEFENSE	930125	940416	950114	
UCMJ/MILITARY LAW HISTORIES, CUSTOMS, COURTESIES	930122				SERVICE RIFLE	930711			
CLOSE ORDER DRILL	930417	930511			IND TACTICAL MEASURES				
INTERIOR GUARD	930412	940401			SECURITY OF MILITARY INFO SUBSTANCE ABUSE	930617			
FIRST AID & FIELD SANITATION UNIFORM CLOTHING & EQUIPMENT									

MILITARY	SCHOOLS	ATTEND	& MCI	DATE
NCO SCHOOL				9411
MCI MAR RIFLE SQUAD				9310

PFT	DATE	DATE	DATE	DATE
PULLUPS NUMBER AND SCORE	930122 13/65			
SITUPS NUMBER& SCORE	80/100			
3 MI RUN TIME & SCORE	17:08/100			
TOTAL SCORE & CLASS	265/1st			

Figure B-3. Example of a ITR That Tracks Formal Training Requirements.