

ILLINOIS ARMY NATIONAL GUARD
COMPANY B (MAINT) 634TH FORWARD SUPPORT BATTALION
109 EAST PARK STREET
CHAMPAIGN, ILLINOIS 61820-3720

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1 November 2001

MEMORANDUM FOR: See Distribution

SUBJECT: Procedures for Planning and Conducting Training

1. Purpose: To provide guidance for all training activities and the conduct of training.
2. General: Well prepared and well executed training is the key to maintaining an outstanding unit. Well thought out and rehearsed training that challenges soldiers not only keeps them ready for mobilization but increases attendance, builds morale, and instills confidence in our soldiers and leaders.
3. In addition to scheduled requirements, IDT weekends will include and schedule: pre-training meetings, post-training meetings, safety briefings, opportunity training, PMCT (Motor Stables), and individual soldier training. Platoon Leaders are responsible for compliance with the following training policies:
 - a. All trainers will be notified of scheduled training at least sixty days in advance.
 - b. All trainers will use complete lesson plans.
 - c. All lesson plans will be turned in for review prior to the last formation Saturday prior to execution.
 - d. Trainers will be responsible for the acquisition of all training aids, supplies, and equipment used to enhance training.
 - e. Training requests for materials must be submitted at least forty-five days prior to scheduled training. A list of available training aids, devices, and supplies will be made available from the full time training and readiness NCO within thirty days of the effective date of this policy.
 - f. Follow-up actions will occur one drill prior to and on the day before scheduled training to insure problems are corrected.
 - g. Trainers will be advised of deficiencies in training outlines before the 1300 formation on the drill prior to execution. Steps will be taken to allow ample time for trainers to adjust to necessary changes.
 - h. All references will be available during training.
 - i. Trainers will be selected from all ranks. Emphasis will be given to techniques used in training, and will primarily rest with NCOs. Enlisted soldiers will be given the opportunity to conduct training as well as assist. This develops a sense of responsibility, makes trainers more proficient, develops leadership dynamics, and capitalizes on current active duty training.
 - j. Classes will have a participatory assistant instructor who will be prepared to teach the class as well as assist in the development of the training outline. Two heads are always better than one.
 - k. Periodic checks will be made by the Platoon Leaders and Platoon Sergeants to insure retention and proficiency in all areas.
 - l. Senior NCOs will insure that training evaluations on the conduct of training attached are completed for every soldier that conducts training in his/her position.
 - m. After action reviews will be completed after every training session.

n. A block of small unit tactics will be taught every drill. This will enhance our Rear Area protection ability, build teamwork, confidence, and esprit de corps.

o. Outside trainers will be utilized dependant upon the topic proficiency of unit personnel. This is encouraged when it is the most effective method of training.

p. Use your imagination when planning training. Do not be hesitant to ask for help or ideas. Try things that are innovative; the way we have always done it is not necessarily the best way. This training is yours, take it and run.



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