

## APPENDIX F

### EXAMPLE QTB OR YTB

The quarterly training briefing (AC) and yearly training briefing (RC) are conferences on training conducted by senior commanders and battalion commanders. They are integral to the short-range training planning process described in Chapter 3. The briefings allow for battalion and company commanders to discuss training concepts, philosophies, and challenges with the division and brigade commanders, respectively. This appendix provides VGTs, as examples only, for presenting briefing information. The exact format and content will vary from command to command.

The brigade and battalion long-range calendars should be posted in the meeting room for commanders to use as a reference throughout the briefing. The brigade long-range calendar covers for the AC the previous 6 months' training and the next 18 months' training. For the RC, it covers the previous 12 months' training and the next 5 years' training. The battalion long-range calendar covers the previous 3 months' training and the next 12 months' training for the AC. It covers

the previous 6 months' training and the next 3 years' training for the RC.

The following VGTs are for a training briefing that concludes in an agreement on the upcoming quarter's training for AC units and year's training for RC units. The most important aspects of the briefing are—

- The linkage between the METL, unit assessment, and upcoming quarter's training.
- The linkage between soldier training and the collective tasks to be trained.
- The sharing of lessons learned.
- The training distracters that may conflict with projected training.

Other VGTs may be prepared to highlight issues, such as weapons qualification, common task training (CTT), leader development program, EIB, and EFMB status. The following is a ready reference to the example briefing VGTs in this appendix.

VGT	PAGE
1. Unit Mission . . . . .	F-2
2. Commander's Assessment (BOA)....	F-2
3. Commander's Assessment (Subunits) . . . . .	F-3
4. Division and Brigade Directives . . . . .	F-3
5. Commander's Guidance . . . . .	F-4
6. Battalion Commander's Guidance . . . . .	F-4
7. Commander's Strategy . . . . .	F-5
8. Unit Training Planned But Not Conducted . . . . .	F-5
9. Last Quarter Calendar . . . . .	F-6
10. Current Quarter Calendar . . . . .	F-6
11. Upcoming Quarter Calendar. . . . .	F-7
12. Following Quarter Calendar. . . . .	F-7
13. CSM Soldier Training Assessment . . . . .	F-8
14. Soldier Training Planned But Not Conducted . . . . .	F-8
15. Last/Current Quarter Soldier Training Assessment . . . . .	F-9
16. Upcoming Quarter Soldier Training Plan . . . . .	F-9
17. School Status . . . . .	F-10
18. BSEP/PLDC Status . . . . .	F-10
19. Ammunition Status/Allocation . . . . .	F-11
23. Resources/Flying Hours . . . . .	F-11
21. Range and Training Areas Allocations . . . . .	F-12
22. Training Distracters . . . . .	F-12
23. Lessons Learned . . . . .	F-13

UNIT  
MISSION

Give unit's wartime mission statement.

VGT-1

COMMANDER'S ASSESSMENT  
METL

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

This VGT has the unit's METL. It depicts the commander's assessment by BOS and his overall assessment (by subunit also).

I N T	M A N	F S	M / C M / S	A D	C S S	C <sup>2</sup>	O V E R A L L

VGT-2

## COMMANDER'S ASSESSMENT METL

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

This VGT has the unit's METL. It depicts the commander's assessment by subunit and his overall assessment.

<u>SUBUNITS</u>									

VGT-3

## DIVISION AND BRIGADE DIRECTIVES (THIS QUARTER)

### DIVISION

This VGT shows those directives by higher headquarters that impact on the training plan; for example, time management cycles, external evaluations, exercises, and post cleanup.

### BRIGADE

VGT-4

## COMMANDER'S GUIDANCE

### -TRAINING GOALS

- The commander will depict his training:

- Goals; for example, prepare a rapidly deployable task force to fight and win anytime, anywhere, against any opponent.

### -TRAINING OBJECTIVES

- Objectives; for example, execute METL task 2, 3 (Deployment); 4, 5, 6 (Offensive Op); 10 (Defensive Op).

### -TRAINING PRIORITIES

- Training priorities; for example, combat readiness, rapid deployability, training realism, and land navigation.

VGT-5

## BATTALION COMMANDER'S GUIDANCE

### DIRECTED METL TRAINING FOR UPCOMING QUARTER

- This VGT shows the commander's guidance to his unit on training that will be conducted. He articulates those METL tasks to be executed.

### BATTLE STAFF (INCLUDE SLICE)

- These bullets show what the staff trains on. They also show the slice and special staffs' training guidance; for example, perform S3 operations, plan and attack, and prepare estimate situation.

### COMPANIES

- These bullets show the commander's guidance to his companies; for example, conduct passage of lines and occupy assembly area.
- The commander may want to include specialty platoon collective tasks. These bullets could be placed on a following slide.

- This VGT must be linked to VGT 2 to show the higher commander that the assessment was used to develop the training plan.

VGT-6

### COMMANDER'S STRATEGY

MISSION ESSENTIAL TASK	ASSESSMENT (BY BOS)	STRATEGY TO IMPROVE OR SUSTAIN TRAINING PROFICIENCY
<p>This VGT shows the commander's METL, his assessment by BOS, and how the unit will improve or sustain training proficiency.</p>		

VGT-7

### UNIT TRAINING PLANNED BUT NOT CONDUCTED

- This VGT enables the commander to explain previously "agreed upon" training not conducted and shows training executed instead.

### TRAINING OPPORTUNITIES

It also shows other training opportunities the unit was able to execute.

VGT-8

LAST QUARTER  
CALENDAR

BN												
HHC												
CO												
CO												
CO												

● VGTs 9-12-Calendars  
The following four VGTs are highlights of past, current, and future training. They show what the unit is doing and are linked to VGTs 2, 5, and 6.

VGT-9

CURRENT QUARTER  
CALENDAR

BN												
HHC												
CO												
CO												
CO												

VGT-10

**UPCOMING QUARTER  
CALENDAR**

BN											
HHC											
CO											
CO											
CO											

**VGT-11****FOLLOWING QUARTER  
CALENDAR**

BN											
HHC											
CO											
CO											
CO											

**VGT-12**

## **CSM SOLDIER TRAINING ASSESSMENT**

### **STRENGTHS:**

This VGT is the CSM's assessment on the soldiers' training in his unit. These strengths and weaknesses should be the tasks chosen by the NCOs that support the METL and commander's guidance.

### **WEAKNESSES:**

**VGT-13**

## **SOLDIER TRAINING PLANNED BUT NOT CONDUCTED**

This VGT enables the CSM to explain previously "agreed upon" training not conducted and shows training executed instead.

### **TRAINING OPPORTUNITIES**

It also shows other training opportunities the unit was able to execute.

**VGT-14**



LAST/CURRENT QUARTER SOLDIER TRAINING ASSESSMENT															
TRAINING EVENTS METL TASKS	SOLDIER SUPPORTING TASKS TRAINED														
<u>LAST QUARTER</u>	/ / / / / / / / / / / / / / / /														
<u>CURRENT QUARTER</u>															
<u>OVERALL ASSESSMENT</u>															

- The CSM assesses the soldier tasks that were evaluated during the last/current quarter's training by exercise/event. The slide ultimately shows his unit's overall soldier training rating (T, P, or U).

VGT-15

UPCOMING QUARTER SOLDIER TRAINING PLAN															
TRAINING EVENTS METL TASKS	SOLDIER SUPPORTING TASKS TO BE TRAINED														
<u>UPCOMING QUARTER</u>	/ / / / / / / / / / / / / / / /														
<u>PREVIOUS OVERALL ASSESSMENT</u>															

- The CSM shows the soldier tasks he and the NCOs chose to support the upcoming collective tasks. The CSM places an X in the column to indicate when the task will be evaluated.

VGT-16

**SCHOOL STATUS**

SCHOOLS	TOTAL QUALIFIED THROUGH LAST QUARTER			CURRENT QUARTER ENROLLED OR GRADUATED			PROJECTED UPCOMING QUARTER
	OFF	NCO	ENL	OFF	NCO	ENL	
UNIT STRENGTH							
- The commander/CSM shows on these two VGTs the unit's status on schools and the leaders/soldiers that have attended, and will attend.							

VGT-17

**BSEP/PLDC STATUS**

	ELIGIBLE SOLDIER		SOLDIERS CURRENTLY ENROLLED	GRADUATED YEAR TO DATE	UPCOMING QUARTER PROJECTION
	LAST QUARTERLY TRAINING BRIEF	THIS QUARTERLY TRAINING BRIEF			
BSEP					
PLDC					

VGT-18

## AMMUNITION STATUS/ALLOCATION

**AS OF:** \_\_\_\_\_

[illegible]**VGT-19**

## RESOURCES/FLYING HOURS

**AS OF:** \_\_\_\_\_

	FISCAL YEAR ALLO- CATION	USED  %EXPENDED	ALLOCATED BY BRIGADE	UNIT ALLOCATIONS UPCOMING QUARTER			
				HHC	A	B	C
CL IX							
GSA							
GS							
TUFMIS							
UTILITY							
CARGO							

**VGT-20**

**RANGE AND TRAINING AREAS ALLOCATIONS**

AS OF: -----

RANGE	TOTAL COMPANY TRAINING DAYS CURRENT QUARTER DATE (ALLOCATED/USED)	UNIT ALLOCATION UPCOMING QUARTER				TOTAL UPCOMING QUARTER
		HHC	- CO	- CO	- CO	
	<div>           - Shows how the unit is using ranges and training areas and that it has forecasted the facilities for future training.         </div>					

VGT-21

**TRAINING DISTRACTERS**

This VGT enables the commander to discuss any issues that may impact on the training plan before the agreement is made.

VGT-22

## **LESSONS LEARNED**

**A GENERAL REVIEW OF THE BATTALION'S/COMPANY'S LESSONS  
LEARNED SINCE THE LAST QTB THAT HAVE IMPACTED ON THE UNIT'S  
STATUS.**

**VGT-23**