UNITED STATES MARINE CORPS
DIVISION COMBAT SKILLS CENTER
HEADQUARTERS BATTALION
2D MARINE DIVISION (REIN FMF)
PSC BOX 20003
CAMP LEJEUNE, NC 28542-0003

IN REPLY REFER TO
3000
DCSC
17 Mar 15

From: Director, Division Combat Skills Center
To: All 2D Marine Division Units

Subj: DIVISION COMBAT SKILLS CENTER STANDARD OPERATING PROCEDURE (SOP) FOR PLANNING

Ref: (a) Division Comabat Skills Center Course Catalog

Encl: (1) Initial Planning Confrence (IPC) Agenda
(2) Mid-Range Planning Confrence (MPC) Agenda
(3) Finial Planning Confrence (FPC)/ Confirmation Brief Agenda

1. Purpose. Outline the process used by the Division Combat Skills Center (DCSC) for planning and coordination in order to facilitate and reduce the requirements on training units.

2. Classification of Courses. Courses at the DCSC can be divided into two categories: **Individual Courses** and **Unit Supported Courses**. The majority of courses offered by the DCSC will be individual courses; unit supported course require the collaborative planning between the unit being trained and the DCSC staff.

a. Individual Courses include: Designated Marksman (DM), Basic Urban Skill Training (BUST), Machinegun Course (MG), Basic Mortar Course, Optics Course, Combat Trauma Care, and Non-Lethal Weapons Course. The Indoor Simulated Marksmanship Trainer (ISMT) can be used in-conjunction or as a separate training aid. These courses focus on training individual Marines, from **multiple units** on individual skills. Periods of Instruction (POIs) are set. Specific roles and responsibilities of the training unit differ by course, but are generally significantly less than the unit trained courses.

b. Unit Supported Courses include but are not limited to: Designated Marksman (DM), Basic Urban Skill Training (BUST), Machinegun Course (MG), Basic Mortar Course, Optics Course, Combat Trauma Care, and Non-Lethal Weapons Course. The Indoor Simulated Marksmanship Trainer (ISMT) can be used in-conjunction or as a separate training aid. These courses, offered in this format, focus on training a **single unit** in collective skills and the POIs permit limited modifications based on specific unit needs. Logistical requirements are generally the responsibility of the training unit. Detailed planning between training unit and DCSC staff should begin no less than 90 days before estimated Training Day 1 (TD1) in order to (IOT) facilitate effective training.

3. Individual Courses.

Overview: Individual Courses have set POIs, which generally require significantly less logistical support by units being trained and are attended by Marines/Sailors from a variety of different units. DCSC coordinates with

Headquarters Battalion (HQBN) to support the majority of the course's logistical requirements. DCSC will provide: transportation from the skills center to the training area, range Officer in Charge (OIC), Range Safety Officer (RSO), Position Safety Officers (PSOs), safety vehicle and driver, and training facility/ranges. Parent commands will still be responsible to ensure their Marines/Sailors arrive at the DCSC at the assigned time, with required weapons, optics, and gear (please see paragraph 3-3 for additional requirements of the primary training unit). **In addition to this information, please reference the enclosures for detailed a Letter of Instruction (LOI) pertaining to each course offered.**

a. Planning. Planning for individual courses begins with course scheduling, continues through seat reservations, includes planning conference as needed, and finishes with execution.

b. Key Events.

(1) Course Scheduling. The DCSC publishes an annual Fiscal Year (FY) training schedule in the summer prior to the next FY. Using this schedule, the DCSC will reserve ranges and training areas 90 days prior to field evolutions.

(2) Seat Reservations. Division and Non-Division units will submit nomination letters for their Marines/Sailors (see the DCSC Course Catalog for format) directly to DCSC Operation section. Seats will be allocated in accordance to first come, first serve basis. Exceptions to this will be granted by the DCSC Director and/or Operations Chief.

(3) Planning and Coordination. Once units have submitted nominations, based on the preponderance of seat reservations, the DCSC will designate a primary training unit, which will typically be the unit that has the majority of service members participating in the training. This unit will be responsible for providing a Corpsman in accordance to the LOI and additional requirements specified by the DCSC. If designating a primary training unit is not feasible, the DCSC will coordinate directly with HQBN. Furthermore, a planning conference may be scheduled to coordinate logistical requirements and responsibilities with training units S-4.

(4) Ammunition. Ammunition will be transferred from each service members parent commands account to HQBN account prior to the training event. DCSC ammo techs will transport all ammunition to and from ranges/facilities. Starting FY 16, the DCSC will have its own ammunition allocation.

4. Specific Course Requirements.

a. Weapons/ Optics:

(1) The DCSC does not currently maintain the ability to store weapons or optics while in garrison. **It is the training units' responsibility (not just the primary training unit) to transport weapons TO AND FROM the DCSC, DAILY.**

(2) Individuals taking part in a DCSC sponsored training events will maintain **their own** gear accountability. Parent commands will identify a senior service member who will ensure proper accountability of all serialized gear.

(3) Weapons must have passed a Limited Technical Inspection (LTI) and Pre-Fire Inspection (PFI) no less than **seven days** prior to TD1. Documentation must be provided to the DCSC operation section no less than two working days from the beginning of the respective course.

(4) The DCSC staff will require all service members who temp loan gear (weapons, optics, communications equipment, etc.) to sign an Equipment Custody Receipt (ECR) card. This gear will be accounted for twice a day and reported by the chief instructor or service member.

(5) It is the parent command's responsibility to replace broken gear within 24hrs; new gear must be accompanied by proper LTI/PFI documentation.

b. Logistics:

(1) Subsistence will not be provided by the DCSC. Marines or Sailors attending DCSC classes in garrison will be secured for chow. Units sending individuals to the DCSC to take part in field training are responsible for providing their own subsistence for the duration of the training. (See course LOI).

(2) Transportation will only be provided by the DCSC from the DCSC to the training venue. Additional transportation requirements need to be supported by the parent command or communicated to the DCSC operations section prior to the event beginning.

5. Unit Supported Courses.

Overview: The planning process encompasses everything from course reservation to (TD1). Key events include: course reservation, an initial planning conference (IPC) held 90 days prior to TD1, a mid planning conference (MPC) held about 45 days prior to TD1, and a Final Planning Conference/Confirmation Brief held approximately ten days prior to TD1. Additional coordination is continuous throughout the process.

a. Roles and Responsibilities. The DCSC exists to support unit training requirements, and the training unit's involvement is critical to success. The following outlines general roles and responsibilities for Unit Supported Courses.

(1) Training Unit. The training unit is responsible for providing an initial unit self-assessment of proficiency, identifying training objectives, and reviewing the DCSC schedules and POI to ensure it satisfies the unit's training requirements. The courses taught by DCSC are based on Training and Readiness (T&R) standards, but can support limited adjustments to meet specific emphasis. Unit leaders (key battalion personnel, company/platoon commanders, platoon sergeants, other key leaders) are expected to participate in all parts of the planning and training. Ammunition for all training events will come from the training unit's ammo allocation. The training unit may be responsible for logistical support for ranges and other training events to include: OIC/RSO, safety vehicle and Corpsman, transportation of personnel, equipment and ammunition to/from the range as well as other typical range logistical requirements (targets, trash, water, chow). Vehicles, weapons and other equipment (including consumables) used during training are the responsibility of the training unit. The DCSC can assist in coordinating with HQBN, (Truck Company, Communication Company,

etc.) in order to attempt to meet a training unit's logistical shortfalls (7-tons, etc).

(2) Division Combat Skills Center. The DCSC is responsible for designing, providing, facilitating, and supporting training that meets the training unit's requirements; reserving appropriate ranges and training areas; providing instructors to serve as evaluators and PSOs and to facilitate the execution of designated schemes of maneuver for all field evolutions; and arranging transportation for DCSC instructors and staff to/from training events.

b. Key Planning Events.

(1) Course Reservations. In order to ensure that every unit training across the division has an equal opportunity to train, scheduling is coordinated through the DCSC directly. Priority is given to deploying units executing their Pre-deployment Training Plan (PTP) between D-270 and the deployment. The DCSC publishes its schedule no later than three months prior the start of a new FY. Division units and non-Division units coordinate with DCSC to reserve courses by contacting the DCSC Operations section. Scheduling conflicts will be resolved the DCSC Director and Operations Chief.

(2) Initial Planning Conference. An initial meeting held shortly after course reservation, ideally 90 days prior to TD1, allows the DCSC staff ample time to reserve the required ranges.

a. Goal. Provide key leaders from the training unit with an introduction to DCSC key personnel, an overview of the standard POI and ensure the roles and responsibilities are clearly delineated and defined. This meeting allows the DCSC staff to understand the training unit's initial self-assessment and particular training objectives.

b. Attendees.

(1) DCSC: Deputy, Operations Chief, Logistics Chief, Training Chief, Chief Instructor(s) from appropriate courses.

(2) Training Unit (minimum): S-3 representative, Gunner, S-4 representative, Unit being trained representative.

(3) Location. Director's conference room, DCSC, Building 510 on N street.

c. Inputs. The "standard" LOI and schedules for each course are located on the DCSC Sharepoint site. Training unit attendees should plan on reviewing these documents prior to arrival and bring hard copies to the IPC. The supported Unit should also expect to provide an initial unit self-assessment, define their training objectives and identify approximate number of personnel to be trained.

d. Agenda. See Enclosure (1).

e. Do-outs. The unit seeking training has no more than five working days from the IPC to identify required changes to the range/training area, dates and/or identify additional training objectives. The DCSC will reserve ranges and develop a specific schedule for each course prior to the

MPC. Prior to the MPC, the training unit needs to identify their task organization of key leaders to the DCSC staff.

(3) Mid-Planning Conference. A second planning meeting to confirm progress is held approximately 45 days prior to TD1.

a. Goal. Confirm that the draft course schedule and planned classes meet the training unit's objectives. Confirm reservation of ranges, identify logistical requirements/shortfalls for each event. Ensure all parties understand and have agreed upon the general scheme of maneuver for each field training evolution.

b. Attendees.

(1) DCSC: Deputy, Operations Chief, Training Chief, Logistics Chief, Chief Instructor(s) from appropriate courses.

(2) Training Unit (minimum): S-3 representative, Gunner, S-4 representative, Company Commander/ Executive Officer /Gunnery Sergeant, Platoon Commanders /Sergeants, and any other key personnel previously identified at the IPC.

(3) Location: DCSC Classroom (specific classroom to be determined), Building 510 on N Street.

c. Inputs. The DCSC will bring draft course schedules for each course, confirmed range reservations, logistical requirements for each range, and the basic scheme of maneuver for each field training evolution. The training unit needs to identify any logistical or administrative shortfalls.

d. Agenda. See Enclosure (2).

e. Do-outs. The training unit has no more than five working days from the MPC to identify required changes to the schedule. Range/training area dates should not be modified; any changes to ranges or dates need to be cleared through the Director or the Operations Chief. Classroom and practical application time and location can be modified and/or rearranged. Significant modifications to range schemes of maneuver must be identified at least 45 days prior to TD1.

(4) Final-Planning Conference/Confirmation Brief. A third planning meeting/confirmation brief will be held approximately ten days prior to TD1.

a. Goal. Confirm any changes to the schedules, schemes of maneuver for field training evolutions, and logistical support for all ranges.

b. Attendees.

(1) DCSC: Director, Deputy, Ops Chief, Training Chief, Logistics Chief, Chief Instructor(s) from appropriate courses.

(2) Training Unit (minimum): S-3 representative, Gunner, S-4 representative, Company CO/XO/GY, and any other key personnel previously identified at the MPC.

(3) Location: Director's conference room, DCSC, Building 510 on N Street.

c. Inputs. The DCSC will provide finalized training schedules, confirmed range reservations, finalized logistical requirements for each range, confirmed logistical support from HQBN, and a finalized scheme of maneuver/course of fire for each field training evolution. Training unit needs to provide class rosters. (SEE course LOI).

d. Agenda. See Enclosure (3)

e. Do-outs: The Training unit must immediately notify the DCSC of any changes to personnel and weapons rosters after the FPC. Weapons must have passed an LTI/PFI no more than **seven** days before TD1 so that they may be used at all live fire ranges throughout the course. The LTI/PFI documentation must accompany the weapons to the training event on TD1 and will be turned over to the senior instructor of the DCSC coordinating the training. Weapons and other armory gear will be transported by the training unit to training area, unless otherwise coordinated. Courses will begin as per the finalized schedule and LOI. **The DCSC will remain flexible and attempt to support any unit shortfalls identified at the FPC/Confirmation Brief.**

6. Letter of Instructions. Detailed LOIs pertaining to each course are available on share point, DCSC website and/or by contacting the Training Chief; strict adherence to the LOIs is required.

7. Points of Contact. The primary point of contact for scheduling courses and planning conferences is the DCSC Training Chief, SSgt Doyle, shaun.doyle@usmc.mil,(910) 449-9886. Additional key personnel are listed below.

a. Director. Maj Cubas, romeo.cubas@usmc.mil, (910) 450-8106.

b. Deputy Director. Capt Oliveto, james.oliveto@usmc.mil, (910) 450-9655.

c. Operations Chief. MGySgt Rodgers sonny.rodgers@usmc.mil, (910) 450-9907.

d. Logistics Chief. GySgt Sparks, christopher.m.sparks@usmc.mil, (910) 450-9655.

e. Additional information is located at the DCSC Sharepoint Site: https://intranet1.2dmardiv.usmc.mil/dcsc/SitePages/Home.aspx

R. P. CUBAS

2d Marine Division Combat Skills Center (DCSC)
IPC Agenda

1. Director, DCSC introduction and opening remarks.

2. DCSC personnel introductions.

3. Training Unit personnel introductions.

4. DCSC section briefs (Basic Urban Skills Training, Designated Marksman, Machineguns, Mortars, Optics, Combat Trauma Care, Non-lethal weapons).

   a. Orientation to products.

   b. LOI/ Confirmation Brief.

   c. Schedule overview highlighting key events (Ranges /Training Areas).

   d. Unique requirements of coordinating instructions.

5. DCSC Staff briefs (Operations, Logistics).

6. DCSC Deputy Comments.

7. DCSC Staff NCOIC Comments.

8. Training Unit initial Self-Assessment and Training Objectives.

9. Training Units RFIs and Coordination.

10. Review and agree on POA&M.

Enclosure (1)

2d Marine Division Combat Skills Center (DCSC)
MPC Agenda

1. Director, DCSC introduction and opening remarks.

2. DCSC personnel introductions.

3. Training Unit personnel introductions.

4. Operations Chief, DCSC.

a. Confirm Range Reservations through Range Facilities Management Support System (RFMSS).

5. Chief Instructors, DCSC (Basic Urban Skills Training, Designated Marksman, Machineguns, Mortars, Optics, Combat Trauma Care, Non-lethal weapons).

a. Orientation to products / identify changed made.

b. Key events - Purpose and scheme of maneuver; requirements.

6. Logistics Chief, DCSC coordinate support requirements (armory, unit short falls).

a. Schedule overview highlighting (Ranges /Training Areas).

b. Unique requirements of coordinating instructions.

7. Training Unit RFIs and Coordination.

8. Operations Chief, DCSC update POA&M and RFIs.

9. Break-Out sessions.

a. Logistics Chief - Leaders' reconnaissance of DCSC CP, Classrooms, learning resource center).

b. Chief Instructors - Coordinate SOM and specific requirements for each key event with appropriate training unit key leaders (RSO/OIC, ect).

c. Director/Deputy/Operations chief - Training unit key leader discussion as required (CALFEX, SNCO/Officer break-outs).

10. Back briefs to the group.

a. Rough SOM for training events (Chief Instructor and Unit OIC/SNCOIC for each section).

b. Rough concept of logistics and estimated shortfalls.

2d Marine Division Combat Skills Center (DCSC)
FPC Agenda

1. Director, DCSC introduction and opening remarks.

2. DCSC personnel introductions.

3. Training Unit personnel introductions.

4. Operations Chief, DCSC.

   a. Identify any changes to range reservations.

   b. Answers to RFIs.

5. Chief Instructors, DCSC back briefs (Basic Urban Skills Training, Designated Marksman, Machineguns, Mortars, Optics, Combat Trauma Care, Non-lethal weapons).

   a. Identify any changes to classroom schedule / products.

   b. Confirm requirements for key events and Training Unit's plan to support.

6. Logistics Chief, DCSC confirm plan to support requirements (armory, unit shortfalls).

7. Training Unit RFIs and Coordination.

8. Breakout sessions (Section Chiefs, Logistics, etc).

9. Key Training Event SOM Back briefs to the group (Chief Instructor and Unit's Section OIC/SNCOIC).

Enclosure (3)