



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO  
3502  
S-3  
30 SEP 21

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: ANNUAL ARMORY TRAINING SCHEDULE FOR FY-22

Ref: (a) MCO 4790.2  
(b) MCO 4400.150  
(c) TM 4700-15/1H  
(d) UM 4000-125  
(e) NAVMC 3500.33c

1. Per reference (a), the battalion (Bn) armory has established a schedule to conduct for the annual requirement. The schedule below identifies the time, place throughout Fiscal Year 2022.

DATE	EVENT CODE	CLASS
07 Oct	21XX-ADMN-1001	Document Maintenance Actions
14 Oct	21XX-PROG-1002	Conduct Modification Control
21 Oct	21XX-PROG-1001	Perform Tool Control
28 Oct	21XX-SCTY-1001	Perform Armory Procedures
04 Nov	21XX-ADMN-2001	Perform Quality Control
11 Nov	21XX-MAIN-2004	Supervise Maintenance Actions of Ground Ordnance Equipment
18 Nov	21XX-OPS-2001	Prepare Organic Equipment for Embarkation
02 Dec	21XX-OPS-2002	Supervise Ground Ordnance Maintenance Operations
09 Dec	21XX-OPS-2003	Manage Ground Ordnance Maintenance Operations
16 Dec	21XX-OPS-2004	Supervise Armory Operations
06 Jan	21XX-PROG-2001	Supervise Maintenance Related Programs
13 Jan	21XX-PROG-2002	Manage Maintenance Related Programs
20 Jan	21XX-SCTY-2001	Perform Physical Security Procedures
27 Jan	2111-MAIN-1001	Perform Maintenance on Weapon System Bipods/Tripods/Mounts
03 Feb	2111-MAIN-1002	Perform Maintenance on Indirect Fire Weapon Systems
10 Feb	2111-MAIN-1003	Perform Maintenance on Direct Fire Weapon Systems
17 Feb	2111-MAIN-2001	Perform Maintenance on Trainer Launchers
24 Feb	2111-MAIN-2002	Perform Maintenance on Non-Standard Weapon Systems
03 Mar	21XX-ADMN-1001	Document Maintenance Actions
10 Mar	21XX-PROG-1002	Conduct Modification Control
17 Mar	21XX-PROG-1001	Perform Tool Control
24 Mar	21XX-SCTY-1001	Perform Armory Procedures
31 Mar	21XX-ADMN-2001	Perform Quality Control
07 Apr	21XX-MAIN-2004	Supervise Maintenance Actions of Ground Ordnance Equipment
14 Apr	21XX-OPS-2001	Prepare Organic Equipment for Embarkation
21 Apr	21XX-OPS-2002	Supervise Ground Ordnance Maintenance Operations
28 Apr	21XX-OPS-2003	Manage Ground Ordnance Maintenance Operations

Enclosure (11)

Subj: ANNUAL ARMORY TRAINING SCHEDULE FOR FY-22

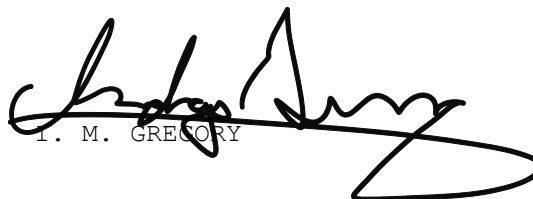
05 May	21XX-OPS-2004	Supervise Armory Operations
12 May	21XX-PROG-2001	Supervise Maintenance Related Programs
19 May	21XX-PROG-2002	Manage Maintenance Related Programs
02 Jun	21XX-SCTY-2001	Perform Physical Security Procedures
09 Jun	2111-MAIN-1001	Perform Maintenance on Weapon System Bipods/Tripods/Mounts
23 Jun	2111-MAIN-1002	Perform Maintenance on Indirect Fire Weapon Systems
07 Jul	2111-MAIN-1003	Perform Maintenance on Direct Fire Weapon Systems
14 Jul	2111-MAIN-2001	Perform Maintenance on Trainer Launchers
21 Jul	2111-MAIN-2002	Perform Maintenance on Non-Standard Weapon Systems

2. All classes given will be conducted from 1000-1100 on the days scheduled at building 2006 in the Bn armory. At a minimum, one hour per month of maintenance management clerk/supervisor training, and one hour a month of operator crew training will be conducted. If training needs to be rescheduled or relocated, prior notice will be given in advance.

3. Instructors will be Identified at the beginning of each quarter. Each instructor will be provided with the proper material in order to provide the best possible training.

4. Per reference (e) the following will be maintained for one full calendar year: Annual training plan, quarterly training schedules, monthly or weekly schedules/bulletins and monthly training folder (lesson plan, class course critique and class attendance roster)

5. The point of contact regarding this matter is the battalion's armory chief at (703) 432-0055.

  
I. M. GREGORY