



HQs	1 st Day of the Week	2 nd Day of the Week	Middle of the Week	2 nd to Last Day of the Week	Last Day of the Week
BN	1000* – Course Laydown T-Minus Briefs 1300 – BN Training MTG	0900 – BN Budget Review 1000 – BDE CARE MTG	0600 – BN Newcomer/Leader PT 1000 – BN Training Resource MTG 1300 – BN C&S MTG 1500 – Initiatives WG	0900 – BN High Risk Soldier Scrub *1 st Week of the Month 1630 – Leader Call *Last Thurs of the Month	0930 – BN Med/Legal Scrub *1 st Fri of the Month 1200* – BN Awards Ceremony 1300* – Phase Boards 1400* – Handover Brief
CO	0600 – OPS Group 1 Duty Day 0630 – In-Pro PLT PT 0830 – Work Call 0915 – Committee Weekly AM Standup 1700 – COB	0600 – OPS Group 2 Duty Day 0630 – In-Pro PLT PT 0830 – Work Call 1200 – BN TRCM MTG Updates posted 1300 – Recycle Brief (NCOIC, CO, 1SG) 1700 – COB	0600 – Course Dev Cell Duty Day 0630 – In-Pro PLT PT 0830 – Work Call 1430* – New Soldier Welcome brief (CO & 1SG) 1600 – Key LDR Closeout 1600 – CO Training MTG Updates distributed 1700 – COB	0600 – Recycle PLT Duty Day 0630 – In-Pro PLT PT 0830 – Work Call 1200 – BN Training MTG Updates posted 1600 – Key LDR Closeout 1700 – COB	0600 – Commodity Shop Duty Day 0630 – In-Pro PLT PT 0830 – Work Call 1000 – CO Trng Mtg 1500 – COB 1600 – CO SITREP due

NOTES:

*As needed only

- Key Leaders** = CDR, 1SG, 1x Ops Rep, 1x PL Academy Rep, 1x Off-cycle Cohort Rep
- Committee** = CDR, 1SG, XO, Committee Section Leaders (no cohort representation), Supply NCO, Armorer
- Co Training Meeting Attendees** = CDR, 1SG, 1x Ops Rep, 1x PL Academy Rep, Training Tech, 1x Off-cycle Cohort, Supply