



UNITED STATES MARINE CORPS

4TH MARINE LOGISTICS GROUP
MARINE FORCES RESERVE
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NEW ORLEANS, LOUISIANA 70146-5400

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MAR 10 2006

POLICY LETTER 1-06

From: Commanding General
To: Distribution List

Subj: GUIDANCE FOR THE COMMANDING OFFICER ADDITIONAL TRAINING
PERIOD (CO ATP) PROGRAM

Ref: (a) MARADMIN 148/05
(b) MCO 1001R.1J

1. Situation. Reference (a) announced the Commanding Officer, Additional Training Period (CO ATP) Program to compensate Commanders for extra time devoted above and beyond drill weekends to prepare and coordinate unit events. This Policy Letter establishes guidance for the implementation of the CO ATP Program within 4th MLG.

2. Mission. 4th MLG Commanders in the grades of Lieutenant Colonel and Colonel are authorized to participate in the CO ATP Program in accordance with the references and instructions set forth herein.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Battalion Commanders take advantage of the newly implemented CO ATP Program in order to receive compensation for their previously uncompensated time and efforts.

(2) Concept of Operations. There will be no increase to the number of ATPs allocated per battalion. 4th MLG battalions will set aside twenty-four ATPs from their annual allocation for use with the CO ATP Program. There is no requirement for the Battalion Commander to travel to the home training center (HTC) to be compensated under the CO ATP Program. Each Commander is authorized to use two CO ATPs per month. ATPs will be recorded in accordance with reference (b). Total ATPs shall not exceed

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30 per member per fiscal year. When combined with Readiness Management Periods (RMPs), both shall not exceed 54 per fiscal year.

4. Administration and Logistics. Battalions will forward a quarterly report of ATPs used to this headquarters (Attention AC/S G-3 Training) by the 5th of January, April, July, and October.

5. Command and Signal. This Policy Letter is effective the date signed. This Policy is not applicable to officers serving in an "acting" capacity.



P. T. MCCLENAHAN
Chief of Staff

DISTRIBUTION: Battalion Commanders (All)
Battalion Inspector-Instructors (All)
AC/S, G-3 (Training)