DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
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REPLY TO
ATTENTION OF:

AFZX-CSM

DEC 1 6 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-03 – Sergeant's Time Training (STT), Low-Density MOS (LDMOS) Training, and Weekend Training

1. Purpose: To provide guidance for the proper planning, resourcing, and execution of Sergeant's Time Training (STT), Low Density MOS (LDMOS) training, and weekend training. By establishing this policy Soldiers are provided predictability in their schedule, which promotes overall morale and encourages commanders and leaders to optimize training opportunities.

2. General: STT is hands-on, practical training for Soldiers given by their NCOs. It provides our NCOs with resources and the authority to bring training publications and technical manuals to life and to develop the trust between leader and subordinates to ensure success in combat. Commanders should set this time aside exclusively for the NCO leadership to train their Soldiers (squads, sections, crews and teams) on METL related tasks under as realistic as possible conditions. NCOs and their Soldiers must have the confidence that their unit can accomplish essential combat skills to standard. From STT, Soldiers develop greater confidence in their first line leaders and those leaders gain more confidence in themselves. STT is our best opportunity to build that leadership.

3. Training guidelines:

a. Units are encouraged to schedule STT once each week, Monday – Friday, as mission allows.

b. First line leaders are the primary trainers during STT and should strive for 100% of their Soldiers to be present for training. Platoon sergeants should assist in the preparation and execution of the training. Officers should provide the METL and resources (time, personnel and equipment) to evaluate training and provide feedback to commanders.

c. Leaders will train their Soldiers to standard, not to time, oriented on specific tasks to provide the important one-on-one exchange between NCO leaders and their Soldiers; however, for planning purposes, both STT and LDMOS training should be executed within a block period of three to five hours.

d. NCOs should conduct a training assessment and recommend what MOS Soldier task or crew and squad collective training they need to conduct during STT. Topics should be

based on the small unit leader's assessment of training areas that need special attention. The small unit leader then recommends the subjects for STT at unit training meetings so that the training can be identified, resourced and rehearsed prior to execution.

e. Command Sergeants Major will monitor and provide detailed guidance for STT, provide technical expertise, check training to ensure standards are established and maintained, and advise both commanders and first sergeants on their programs. First sergeants will ensure that NCOs scheduled to conduct training do a risk assessment and rehearse their classes prior to training their Soldiers.

f. LDMOS STT should be conducted at least once monthly, in lieu of regular STT, by consolidating Soldiers across battalion/brigade and other organizations. The Senior NCO in a LDMOS conducts training for Soldiers holding that MOS even if he/she does not supervise the Soldiers directly.

g. Training will be planned, prepared, rehearsed, and executed in accordance with the tenets of FM 7-0 and FM 7-22.7. Risk assessments will be conducted on all STT and LDMOS training to ensure Soldier safety and minimize risk without affecting the training.

h. At the end of each STT session, the supervisor will assess the training conducted and make recommendations for future training. If the task could not be trained to standard, then the supervisor should reschedule the same task for a future STT session.

i. Any weekend or holiday training events must be approved by the battalion commander, will not be punitive, and will be published on the training schedule not later than four weeks prior to the event.

4. This policy will remain in effect until superseded or rescinded.

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

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