



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

MAY 04 2016

AFZX-CSM

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 STT, 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 and LDMOS training are invaluable tools for commanders at all levels to ensure their Soldiers are trained on critical individual and warrior tasks and drills which support collective training. Sergeants are required to identify these tasks and drills based on a comprehensive assessment of their organization and Soldiers, and subsequently plan, resource and execute to standard. The intent of this policy is to provide Sergeants a dedicated block of time to train their Soldiers on these tasks and to prevent short notice weekend and holiday training.
3. Training guidelines:
  - a. Units are encouraged to schedule STT once each week, Monday – Friday. LDMOS will be conducted at least once monthly in lieu of STT, rather than in addition to STT.
  - b. Weekend or holiday training events must be approved by the brigade commander, will not be punitive, and will be published on the training schedule not later than six weeks prior to the event.
  - c. Leaders will train to standard, not to time; however, for planning purposes, both STT and LDMOS training should be executed within a block period of three to five hours.
  - d. Training will be planned, prepared, rehearsed, and executed in accordance with the tenets of ADP 7-0. Risk assessments will be conducted on all STT and LDMOS training to ensure Soldier safety and minimize risk without affecting the training.
  - e. LDMOS managers at the MSC level will develop their training plans focused on the technical skills required to execute their duties.

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 This policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'GARY M. BRITO', with a horizontal line extending from the end of the signature.

GARY M. BRITO  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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