



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

AFZX-GT-T

MAY 04 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G3-03 – Mandatory Leader Orientation Training for the Joint Readiness Training Center and Fort Polk

1. Purpose: To publish guidance for compulsory leader training and orientation programs for all designated leaders before or upon assumption of command or responsibility of units at the Joint Readiness Training Center (JRTC) and Fort Polk.
2. An assumption of command or responsibility brings with it the responsibility for the tactical and technical effectiveness of Soldiers, as well as the welfare, care, and well-being of Soldiers and their Families. Garrison organizations are mandated to assist commanders and senior noncommissioned officers in meeting their command responsibilities, and to that end, the JRTC and Fort Polk provides several mandatory programs for leaders as they assume their commands or responsibilities.
  - a. Company Commander and First Sergeant Pre-Command Course (CCFSPCC). This course provides designated company commanders and first sergeants with required training IAW ALARACT 255/2012 and must be completed prior to assumption of command/responsibility. The JRTC and Fort Polk will incorporate all HQDA developed standardized modules/tasks into the CCFSPCC. These mandatory modules/tasks can be accessed, for review, utilizing the Army Training Network (<https://atn.army.mil>). This course takes place from 0850 to 1700 daily over five days, Monday to Friday, every quarter. The program of instruction (POI) is structured to give future commanders and first sergeants an overview of policies, regulations, and lessons learned from installation agencies, and provides attendees an opportunity to interface with the Command Group. The CCFSPCC schedule is coordinated through the JRTC and Fort Polk Army Schools Program.
  - b. Executive Officer (XO) and S3 Course (XO/S3 Course). This course provides newly designated battalion XOs and S3s the installation points of contact to leverage installation capabilities necessary for the completion of their tasks, inclusive of the unit's training mission. This course is conducted as required, normally twice annually, over four working days from 0845-1300. The POI is structured to give future XOs and S3s the appropriate knowledge of installation organizations that can serve as advisors and provide assistance in conducting unit operations. This course involves an open discussion with the Command Group and JRTC Operations Group. The XO/S3 Course schedule is coordinated through the JRTC and Fort Polk Army Schools Program.

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c. Commanding General's New Senior Leader and Spouse Orientation. The commanding general and his spouse will host an orientation for new senior leaders and their spouses to provide a thorough orientation on the JRTC and Fort Polk opportunities, activities, and initiatives, and the mission, vision, and priorities of the commanding general. The senior leader and spouse orientation is a one day event for all senior leadership (CDR/CSM) at the battalion level and above, as well as primary brigade level staff, senior observer/coach/trainers (OCT), mission staff principal officers, garrison directorates, and their spouses. Coordination and scheduling is through the ACofS, G3.

3. Verification of attendance at each compulsory leader training and orientation program will be conducted at the Soldier Welfare Forum (SWF). All MSCs will provide a key leader nominal roll to the SWF, which will track all key leaders at JRTC and Fort Polk, their attendance at the leader training and orientation programs, and provide a means of tracking key leader turn-over.

4. The MSCs should endeavor to send all key leaders to these programs prior to the actual assumption of command or responsibility in order to ensure their leaders are properly prepared. These activities are an integral part of establishing the solid credentials to be able to conduct each unit's mission while leading at the JRTC and Fort Polk. While these activities are mandatory, their usefulness becomes evident to all those that participate.

5. This policy remains in effect until superseded or rescinded.



GARY M. BRITO  
Brigadier General, USA  
Commanding

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