



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WUERTEMBERG  
UNIT 29237  
APO AE 09102-0237

29 JUN 2012

IMBW-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Training Guidance for Soldiers and Civilians, Fourth Quarter FY 12

1. References:

- a. FM 7-0, Training Units And Developing Leaders For Full Spectrum Operations, 23 Feb 11.
- b. AE Regulation 350-1, Training in the Army in Europe, 13 Oct 10.
- c. AE Regulation 525-13, Antiterrorism, 30 Mar 09.
- d. AE Regulation 525-50, Arms Control Compliance, 2 May 11.
- e. Memorandum, Director, IMCOM-E, IMEU-OPD, 7 Oct. 11, Subject: IMCOM Europe Training Guidance for Fiscal Year 12.
- f. USAG B-W Mission Essential Task List, 21 Feb 12.
- g. Memorandum, Commander, USAG B-W, IMBW-PLT, 11 Oct. 2011, Subject: USAG B-W Command Training Guidance FY 12.

2. Introduction. During 4<sup>th</sup> Quarter FY12, focus is on completing mandatory annual training requirements, while supporting tenant units with required training. The high turnover, caused by the move or inactivation of nineteen tenant units from USAG B-W during the summer months, makes it imperative that we support tenant unit training requirements while completing our own.

3. Areas of Emphasis.

- a. Daily proactive force protection remains the USAG's top priority for the quarter. Reaction Force / Troop Diversion training for certification of tenant units to fulfill this mission will be conducted 4 September 2012 from 0800 to 1600 at the Patrick Henry Village Theater.
- b. August has been designated as the Army Antiterrorism Awareness Month. Units will conduct antiterrorism training and education for Soldiers, DA civilians, family members and implement the IWATCH Program into their training. The IWATCH Program promotes antiterrorism awareness across all commands and leverages every member of the Army community as a sensor to help identify and prevent potential terrorist acts.

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c. Annual refresher training for (1) Security Awareness and (2) Operations Security (OPSEC) are posted on the community web page. To access this training, go to the USAG B-W website at <http://www.bw.eur.army.mil>, click on Directorates, and then click on DPTMS. Next, click on the Security Annual Awareness Training and/or OPSEC Annual Awareness Training. After completion, there will be a certificate at the end of each presentation for individuals to type in their name and date to print for record. Provide a copy to the Directorate's training manager for civilian employees. HHC/HHD Commanders will annotate training completion for Soldiers within DTMS.

d. The Threat Awareness and Response Program (TARP) training, formerly known as SAEDA, will be conducted by the Security Office at the Patrick Henry Village Theater on 15 August 2012 at 1000 in English and 1300 in German. This is an annual training requirement and this will be the last iteration for this fiscal year.

e. Equal Employment Opportunity (EEO) Training

(1) EEO training is required annually for all military and Local National employees who supervise civilian employees. Managers and supervisors must receive classroom training annually and employees must have classroom training every other year, and the online version alternating years. Complete the online training at:

<http://www.bw.eur.army.mil/Directorates/EEO/Training/EEONoFEAR.pdf>.

(2) The classroom training will be conducted 18 July, 15 August, and 19 September 2012 on Patton Barracks from 1300-1400 at the EEO training room, building 128, room 208. Seating is limited, so please call the EEO office at DSN 373-5494 to reserve a seat.

f. Alcohol and Substance Prevention (ASAP) Training: ASAP training is required annually for all military and DA civilians. Six classes this quarter will be conducted on 10 and 24 July, 14 and 21 August, and 11 and 25 September 2012. There will be two iterations conducted each day; one from 0900-1000 and the other 1330-1430. Training will be conducted at Bldg. 128, Room 208, Patton Barracks. Please contact the ASAP representative, Ms. Patricia Tooson, at 370-6068/1710, or email [patricia.a.tooson.civ@mail.mil](mailto:patricia.a.tooson.civ@mail.mil) to sign up for the class since seating is limited.

g. Suicide Awareness and Prevention: Suicide Awareness and Prevention training is required annually for all military and DA civilians and is optional for family members. This training can be found on the USAG B-W website at

[http://www.bw.eur.army.mil/Directorates/DPTMS/training\\_security.html](http://www.bw.eur.army.mil/Directorates/DPTMS/training_security.html).

h. Conventional Forces Europe (CFE). During the fourth quarter, USAG B-W CFE declared sites go from five to four declarable sites, and then back to five. The changes are the deletion of Heidelberg installations as declared sites and the addition of Sembach and USAG Baumholder to the list of USAG B-W controlled installations.

Germersheim, Mannheim and Kaiserslautern will still remain on the list of USAG B-W controlled installations that are CFE declarable sites. Two of the declared sites (Germersheim and Mannheim) fall under the Heidelberg footprint and the USAG B-W DPTMS will manage the CFE plan for these installations.

(1) During this fourth quarter, USAG B-W will assume operational control of USAG Baumholder as an IRG and pick up Baumholder as an additional declared site. USAG Baumholder will continue to be responsible for executing their CFE plan. Sembach falls under the USAG Kaiserslautern footprint and USAG Kaiserslautern is responsible for Sembach's CFE plan. There is CFE inspectable equipment located on Patton Barracks that belongs to the Sembach tenant unit 529<sup>th</sup> MPs. Upon the departure of the 529<sup>th</sup> MPs from the USAG B-W footprint, their Treaty Limited Equipment (TLE) will transfer with them to Clay Kaserne in the USAG Wiesbaden footprint. Since their Higher Headquarters is 18<sup>th</sup> MP BDE and they are located on Sembach, the 529<sup>th</sup> MP equipment will only get inspected if Sembach is the selected site for inspection.

(2) The next CFE course will be conducted on 20-24 August 2012 at Germersheim Army Depot. Contact Mr .Don Bowles at 378-3455 to schedule personnel to attend the training. Garrisons are required to have at least two CFE qualified personnel on orders to manage their CFE program.

i. Marksmanship. Commanders will ensure that all newly assigned Soldiers have qualified with their weapon during this quarter. Commanders must continue to assess and develop their marksmanship programs to meet the needs and requirements of the unit. Commanders' marksmanship training programs should challenge all their Soldiers to achieve their highest possible level of skill in marksmanship. The preliminary goal of the marksmanship program is for all Soldiers to qualify with the highest possible score. Soldiers should then be trained to engage targets under various conditions, ranging from daytime, limited visibility, and the chemical, biological, radiological and nuclear (CBRN) environment. All ranges will be conducted in full body armor with Kevlar helmet. Leaders will also, as a matter of routine, integrate clearing procedures, immediate actions drills for stoppages and weapon malfunctions at every opportunity their Soldiers have to handle their weapon.

(1) Commanders will conduct all CBRN dry and live fire exercises with Soldiers in MOPP 4, thus providing maximum training value for the Soldier. Soldiers will gain confidence and mastery in the skill of engaging targets in a simulated CBRN environment while in MOPP 4.

(2) The Weaponeer, Multiple Arcade Combat Simulator (MACS) and Engagement Skills Trainer (EST) training systems are excellent tools and complement a well planned and resourced Preliminary Marksmanship Instruction (PMI) Program. Other traditional training devices and techniques such as the Target Box and Dime Washer Exercises are also very useful tools to use during Round Robin training and while waiting to use the Weaponeer, MACS and EST training systems. PMI is required training before all ranges.

(3) A well designed marksmanship program must include a deliberate plan to incorporate unit and personnel turbulence. Some examples of these are schools, leaves, new arrivals and Soldiers missing scheduled unit ranges. Commanders will coordinate with other units to maximize ammunition allocations, training resources and ranges to provide their Soldiers every training opportunity to qualify with their weapon.

(4) Commanders will forecast their ammunition requirements for their unit's projected weapons, as well as forecasting the correct amount of Chlorobenzamalononitrile (Tear Agent) (CS) for use in the Gas Chamber during NBC mask confidence training.

(5) Commanders will have on unit orders and on DA Form 1687, two school trained and certified Training Ammunition Management Information System (TAMIS) operators to request and receive ammunition at the servicing Ammunition Supply Points (ASP). Ammunition forecasts are due to SSG Johnson, via TAMIS, monthly to avoid the 90 day lockout. SSG Johnson, DSN 373-1330 and Mr. Wadlington, 373-6529 are the ammunition POCs at USAG B-W and can assist you with ammunition issues.

j. Physical Training. Commanders will take full advantage of the summer weather conditions. Commanders will ensure that physical training is NCO led and conducted a minimum of five days per week. Minimum physical training includes warm-up (5-7 minutes), conditioning (30 minutes), and cool-down (5-7 minutes). Commanders will ensure meetings and appointments do not interfere with the conduct of physical training.

(1) PT formations will not be held prior to 0630 hours. All unit runs will comply with local community policies regarding noise abatement, route selection and antiterrorism requirements. Physical Training Programs will be conducted in accordance with TC 3.23-20 and AR 600-9. The company commander, in concert with subordinate leaders, will develop a tailored physical fitness program that is challenging, progressive, tailored to the unit mission, and enhances Soldier combat readiness.

k. Army Training Requirements and Resources System (ATRRS) Schools Officer and unit Digital Training Management System (DTMS) operator. The indirect reporting garrison and HHC, USAG Baden-Wuerttemberg will have their trained ATRRS certified schools representative and unit DTMS operator review the records of all assigned Soldiers and ensure all ATRRS completed courses, schools, and qualification data is correct current for each Soldier. Update all Soldier's individual training record data on DTMS by the end of the Fourth Quarter. USAG-BW ATRRS Schools Officer is SSG Johnson at DSN 373-1330.

l. Civilian Education System. The Civilian Education System Foundation Course is available to all members of the Army Civilian Corps. This course can be completed during duty time and students will receive 57 Continuing Education Units (CEU) credits for completion of the course.

This course is required for all interns, team leaders, supervisors, and managers hired after 30 September 2006. The foundation course focuses on building a healthy Army team member, who is a life-long learner. It provides an orientation to the Army, its structure, culture, and values; group dynamics, communication techniques, managing your career in the civilian personnel system, physical well-being, learning strategies, and administrative requirements. Open enrollment is available for all civilians. Employees can apply for the course on the Army Management Staff College website <http://www.amsc.belvoir.army.mil>. Click on the admissions tab at the top of the page and complete the application. Supervisors will be notified of employee registration and requested to grant approval. Once approved, a message will follow providing instructions to begin the course. Employees are highly encouraged to take advantage of this opportunity.

m. Online Web Based Training Resources. As our Army transforms to meet the challenges of the 21st Century, commanders are provided with many training resource tools to assist them in training their units. Commanders can maximize valuable and limited unit training time by taking advantage of the online web based training opportunities available on the Web. Training links can be found on the Army Web page <http://www.army.mil/>. There are also Information Technology Training courses offered through the Army in Europe Information Technology Training (AE-ITT) Program. This program offers training courses for IA personnel within USAREUR to assist them in meeting the certification requirement IAW DoD 8570.1-M, at no cost to their units. In addition, valuable "end-user" classes are provided, intended to increase productivity, efficiency and awareness within the workplace. One of the most recent additions to the program is the Social Networking Systems/Sites Awareness (SNS) course which, in view of the availability of such sites as Facebook, MySpace, Twitter, YouTube etc. now permitted on Government computers, is of critical importance to all USAREUR personnel. Information Technology training can found on the AE-ITT Web page <https://itt.eur.army.mil/>.

#### 4. Scheduled Federal Holidays, USAREUR Training Holidays and German Holidays for 4th Quarter, FY 12.

a. The USAG Baden-Wuerttemberg will observe the following training holidays. During this period, supervisors, dependent on mission requirements, will encourage their civilian employees and Soldiers to take full advantage of the long weekends.

##### b. Federal Holidays and USAREUR Training Holidays.

- (1) 4 July 2012, Wednesday- Independence Day, Federal Holiday.
- (2) 5 July 2012, Thursday- USAREUR Training Holiday.
- (3) 13 July 2012, Friday- USAREUR Training Holiday.

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(4) 16 July 2012, Monday- USAREUR Training Holiday.

(5) 10 August 2012, Friday- USAREUR Training Holiday.

(6) 13 August 2012, Monday- USAREUR Training Holiday.

(7) 31 August 2012, Friday- USAREUR Training Holiday.

(8) 3 September 2012, Monday- Labor Day, Federal Holiday.

c. There is one German religious holiday during Fourth Quarter, FY 12 on 15 August 2012, Wednesday, Assumption Day.

5. POC for this memorandum is Mr. Johnson at USAG Baden-Wuerttemberg DPTMS, DSN 373-5360 or email [Darryel.a.johnson.civ@mail.mil](mailto:Darryel.a.johnson.civ@mail.mil).



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