



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN
UNIT 15333
APO AP 96205-5333

IMYN-HH

2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER 3-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG-Y Policy Letter 3-1 HHC Training Policy

1. REFERENCES:

- a. FM 7-0, Training the Force, 12 December 2008
- b. FM7-1, Battle Focused Training, 15 September 2003
- c. FM 6-22, Army Leadership, 12 October 2006
- d. FM 5-19, Composite Risk Management, 21 August 2006
- e. AR 350-1, Army Training Education, 18 December 2009
- f. Eighth US Army Basis Standards Handbook (STT)

2. PURPOSE: Effective 2 AUG 12, the policies and procedures contained in this memorandum will be used for planning and executing HHC training and publishing HHC training schedules.

3. APPLICABILITY: The policies and procedures outlined in this memorandum apply to US Army Garrison Yongsan, (USAG-Y) HHC.

4. PROCEDURES:

a. The USAG Yongsan HHC Commander is responsible for HHC training and training schedules. Training must be: IAW Army Regulations and doctrine, realistic, of training value, and safe. Additionally, training schedules will support the Mission Essential Task List (METL) and the Garrison Commander's annual training guidance. The HHC Commander will be familiar with Fm 7-0, FM 7-1, AR 350-1, and other applicable training documents. These training documents will also be used when planning and executing training.

b. T+6 training schedule is due to DPTMS every Friday. The HHC Commander will ensure his or her unit submits training schedules six (6) weeks out to be approved by the Director of DPTMS. Training seven to ten weeks out must be forecasted. Training schedules will be specific in order to provide HHC Soldiers with maximum training value to ensure they are fully trained.

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c. **Soldier Readiness Training:** All readiness training such as weapon qualification, APFT, NBC, and CTT will be annotated on the training schedule.

d. **Mandatory Training:** All mandatory training events will be annotated on the training calendar (i.e. Prevention of Sexual Harassment (POSH), Equal Opportunity (EO), Prevention of Human Trafficking (PHT), US and KATUSA Soldier Relationships, OPSEC, SAEDA, New Horizons, Ethics Training, etc.).

e. **Sergeant's Time Training (STT):** HHC will adhere to the following guidance when scheduling, preparing, and executing Sergeant's Time Training.

(1) IAW 8th US Army Basic Standards Handbook, STT will be conducted every Thursday from 0600-1200.

(2) Tasks trained during Sergeant's Time must be METL related.

(3) Maximum participation by HHC Soldiers of STT will be enforced. Therefore, routine appointments will not be authorized during STT. Soldiers who must be excused from STT will have a signed memorandum from his or her first line supervisor for the company First Sergeant NLT one business day prior to training.

(4) Commander's Time may follow STT to allow for other required training such as POSH, EO, Safety, inventories, and inspections.

(5) All Soldiers will be dismissed NLT 1600 on Thursdays to allow them to participate in Soldier's time.

f. **Non-Commissioned Officers Development Program (NCODP):** Company NCODP schedules will include the leadership development training, timeline, location, doctrine, and instructor's name.

g. Training schedules are great tools to enhance mission readiness. A training schedule is a contract between commanders and their Soldiers. To honor this contract, the commander must plan and publish thorough training schedules in order to prepare the Soldiers for peacetime duties and combat.

5. The point of contact for this memorandum is CPT Silayev, HHC Commander, DSN 738-3037 or vladislav.silayev.mil@mail.mil.


MICHAEL E. MASLEY
COL, AG
Commanding

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