

DEPARTMENT OF THE ARMY
Headquarters and Headquarters Detachment
417th Base Support Battalion
Unit 26124
APO AE 09031

AETV-WG-WC

12 December 2003

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 5, Sergeant's Time Training

1. The following outlines the training program for HHD:
 - a. Every Thursday of each month, except the third Thursday, is dedicated as the Section-level Sergeant's Time Training (0700-1200). Section NCOICs are responsible for conducting training for their respective sections. Sergeant's Time Training will focus on those tasks that are CTT related, MOS related or tasks that support the detachment of BSB METL, such as community support.
 - b. The third Thursday of each month, except for holidays, is Command-Directed Sergeant's Time Training (0700-1200). The specific training to be conducted will be directed by the Detachment Sergeant, with guidance from the Detachment Commander. This professional development is mandatory for all enlisted personnel.
 - c. The fourth Thursday of each month is also the 417th BSBs OPD and NCOPD from 1300-1500. This professional development is mandatory for all officers and NCOs neither doing immediate mission support, nor are on mission support recovery, such as MP Desk Sergeants. The Battalion coordinates and executes all professional development training.
2. Section NCOICs are required to turn in their proposed training eight weeks prior to the scheduled training. Section NCOICs will turn in two weeks worth of training at each company training meeting. Planned training is subject to change, and is contingent upon external taskings, but should always be locked in with the battalion at least six weeks out.
3. Either section-level Sergeant's Time Training and Command-Directed Training will be conducted from 0700-1200 every Thursday, except for holidays. Individual sections are responsible for planning, coordinating, conducting and assessing their section-level training.
4. Requirements of the Section NCOICs at training meeting are as follows:

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- a. **Turn in section Sergeant's Time Training schedules and outlines eight weeks in advance.** This includes the name of the class (es), time, instructor(s), location(s), and regulation or SOP that is referenced. This training will then be added to the Company's Training Schedule six weeks in advance and sent to the battalion for approval.
- b. **Brief upcoming training to include resources required location and highlights eight weeks in advance, the commander and the Detachment Sergeant.** Again, the training meeting will look eight weeks in advance. This to identify any shortcomings and / or assistance needed in order to execute that particular training. In other words, the training meeting eight weeks in advance is the time to identify what you need, such as land, training aids from TASC, portable toilets on your training site, or help in general in obtaining those additional supplies.

5. This training meets the basic requirements as directed by USAREUR Training Guidance. But, it requires your support. In order to be successful, it is critical that I have the support of the Directorate and Section OICs and NCOICs.

6. We have extremely unique situation, in being a part of the BSB. We, therefore, must adapt to unique circumstances and at the same time make the time necessary to participate in as much mandatory and readiness training as possible to keep us qualified and prepared to fight, because that's what we've been asked to do.



KENNETH C. WILSON

CPT, AV

Commanding