



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE COMMANDING GENERAL
UNIT 29351
APO AE 09014-9351

AEAGC-TD

4 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army in Europe Command Policy Letter 7, Sergeants Time Training

1. References:

- a. FM 7-0, Training the Force, 22 October 2002.
- b. FM 25-101, Battle Focused Training, 30 September 1990.
- c. USAREUR Regulation 350-1, Training in USAREUR, 22 July 2002.
- d. Army in Europe Command Policy Letter 10, Soldier and Family Time, 19 March 2003.

2. Sergeants Time Training (STT) is a vital training event and provides the best opportunity to build combat-ready junior leaders and teams. STT is dedicated training time for noncommissioned officers (NCOs) to train soldiers and develop junior enlisted leaders.

3. The principles of STT are as follows:

a. In TOE units, NCO leaders will conduct hands-on, performance-oriented training with their squads, sections, or platoons on collective tasks that will help their companies and battalions win in combat.

b. In TDA units, NCOs will conduct training that is appropriate to the unit's mission and staffing. The training must support section-specific mission requirements, warfighting skills that require teamwork, and individual common skill tasks.

c. STT will be based on an analysis of the unit's battle-focused, mission-essential task list (METL) and the collective-to-individual task linkage (integration) described in FM 7-0 and FM 25-101. Using this guidance, NCOs will conduct a training assessment and prescribe what military occupational specialty (MOS), common task test (CTT), or crew and squad collective training they need to conduct during STT. Unit commanders will make STT part of the training-meeting agenda and approve the training according to the timelines in FM 25-101. Command sergeants major will monitor and provide detailed guidance for STT, provide technical expertise, check training to ensure that standards are established and maintained, and advise commanders and first sergeants on their program.

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d. NCO leaders will recommend, plan, and organize the training, subject to the commander's approval, since the commander ultimately is responsible for the training's effectiveness. Training will be planned 6 weeks in advance and will support the commander's overall training strategy and assessment. Commanders will designate responsibilities for STT on training schedules at least 3 weeks in advance. Commanders and first sergeants will ensure that no junior leader is ever placed in front of soldiers to conduct training without proper planning guidance, adequate preparation time, and time to rehearse.

e. STT will last 5 hours once a week. Physical fitness training will not be included in these 5 hours. STT will be conducted on Thursdays to coincide with Soldier and Family Time (ref 1d). Exceptions to the "Thursday rule" may only be made by the first general officer in the chain of command.

f. Maximum possible participation in STT will be enforced to support the effectiveness of the training. Everyone who goes into combat with the unit must be present. Nonessential activities will stop during STT to give sergeants the opportunity to train everyone under their control, including borrowed military manpower.

g. Commanders will decide when it is not appropriate to conduct STT (for example, during a major training event at a major training area, during "green" period collective training, during maintenance and recovery operations after redeployment).

h. Officers assigned to the unit will attend STT to observe, evaluate, help, and encourage when necessary. Officers will also participate in STT when their duty position requires the mastery of crew tasks (for example, a platoon leader who is also a tank or Bradley fighting vehicle commander), to identify outstanding trainers for additional responsibility, and to monitor small-unit after-action reviews to ensure that lessons learned and good ideas are captured and used to improve future training.

i. STT may be used to train soldiers in a low-density MOS by consolidating soldiers across the battalion or organization. The senior NCO in a low-density MOS will conduct training for other soldiers with that MOS even if the NCO does not directly supervise the soldiers. Low-density training will be conducted no more than one or two times a month.



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