



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

28 NOV 2006

EAGC-TD

MEMORANDUM FOR All Eighth United States Army Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter # 13 – Sergeants' Time Training

1. References:

a. AK 350-1. Eighth United States Army Training and Leader Development, 31 May 2006.

b. FM 7-22.7 (TC 22-6). The Army Noncommissioned Officer Guide, December 2002.

2. Success on the battlefield depends on Soldiers, teams, squads, and sections executing tasks to standards that support their unit Mission Essential Task List (METL). Sergeants' Time Training is the period dedicated each week for Noncommissioned Officers (NCOs) to train their Soldiers on individual through small unit collective tasks. All tasks trained during Sergeants' Time Training must be METL-related, based on a training assessment of Soldier performance, approved by the chain of command, scheduled, resourced, and thoroughly rehearsed. Sergeants' Time Training builds on the foundations taught to Soldiers during Basic Training. This foundation is based on the 40 Warrior Tasks and 11 Battle Drills. Whenever possible, continued training on these tasks and drills will be incorporated into Sergeants' Time Training. Weapons will be issued and maintained during all tactical training and STT. Whenever weapons are issued for tactical training and STT, a minimum of one magazine, blank adapter, and three blank rounds of ammunition will also be issued with the weapon (weapons immersion).

3. To ensure a focused effort on this vital training, Sergeants' Time Training will be conducted from 0730 – 1230 each Thursday across Eighth United States Army. Sergeants' Time Training is followed by Commanders' Time, to allow for necessary maintenance, inventories, and inspections. All Soldiers will be dismissed not later than 1600 for Soldiers' Time. Soldiers' Time is time dedicated each week for Soldiers to handle personal business. The Garrison Commanders will align installation services to support Soldiers' Time by ensuring facilities stay open late on Thursday.

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4. The success of Sergeants' Time Training requires the coordinated efforts of both Officers and NCOs. Sergeants plan, rehearse, execute, train, and assess each task. Officers provide proper resources and prevent training detractors. Once they have met these obligations, they will devote this period to their professional development. NCOs are the primary trainers during Sergeants' Time Training. They train their Soldiers to standard on specific tasks. To provide the important one-on-one exchange between NCO leaders and their Soldiers, do not use the "round robin" training technique to conduct Sergeants' Time Training.

5. My intent is to maximize Soldier participation in Sergeants' Time Training. All commanders will coordinate activities to ensure that Sergeants' Time Training – a prime time training event – receives minimum interference from other requirements and tasks. Units must ensure that essential duties are accomplished, and that non-essential ones are done at another time. For example, there should be no routine medical or dental care for Soldiers scheduled during Sergeants' Time Training.

6. Sergeants' Time Training will be briefed at SATBs and QTBs. It will also be part of the Eighth United States Army Command Inspection Program.

7. Sergeants' Time Training is a significant weapon in our repertoire to ensure our Soldiers are prepared to fight and win now in Korea. Plan, resource, and support it.



DAVID F. VALCOURT
Lieutenant General, US Army
Commanding