DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF

EACG

26 SEP. 2011

MEMORANDUM FOR All 8th Army Assigned Soldiers

SUBJECT: 8th Army Command Policy Letter #13 – Sergeants Time Training and Individual Soldier Time

1. References:

a. Army in Korea (AK) Regulation 350-1, Eighth United States Army Training and Leader Development, 12 April 2006.

b. 8th Army OPORD 210-11 OPORD 2 to 8th Army Campaign Plan-FY12 Training Guidance, 22 July 2011

c. 8th Army Policy Letter #39, Standardized Duty Day.

d. 8th Army Policy Letter #44, Physical Readiness Training.

2. Purpose. The success of Sergeants' Time Training (STT) requires the coordinated efforts of both officers and non-commissioned officers (NCOs). Non-commissioned officers plan, rehearse, execute, train, and assess time designated for STT. Officers provide resources when required and available, and prevent training distracters. Once the officers and NCOs meet these objectives, STT is then devoted to the professional development of Soldiers. Non-commissioned officers are the primary trainers during STT. Sergeants' Time Training will be briefed at Semi-Annual Training Briefs and Quarterly Training Briefs and will constitute part of the 8th Army Command Inspection Program.

3. Background. Success on the battlefield depends on the Soldiers, teams, squads, and sections executing tasks to standards that support their unit Mission Essential Task List (METL).

a. Sergeants' Time Training is the period dedicated each week for NCOs to train their Soldiers on individual tasks at small unit level. This time also affords the opportunity for "plan/prepare/execute/access" leadership training for junior leaders.

b. All tasks addressed during STT should be METL-related or based off a training assessment of Soldier or unit performance; chain of command may approve additional task to be trained that are not METL related; all training will be scheduled and thoroughly rehearsed. STT focuses on individual tasks nested in the unit METL.

4. Discussion

a. My intent is to have maximum Soldier participation in STT without detriment to unit Army Physical Readiness Training (APRT). Preparations for successful STT to include Soldiers allowed time to eat breakfast, movement to training site, accumulation of class materials,

equipment draw or other necessities will take place to ensure training begins at 0730 with no detriment to unit APRT. All commanders will coordinate activities to ensure that STT, a prime-time training event, receives minimum interference from other requirements and tasks. Units must ensure that essential duties are accomplished and nonessential tasks are conducted at another time. For example, there should be no routine medical or dental care for Soldiers scheduled during STT. My intent is to allow NCOs five "uninterrupted" hours of training with their Soldiers.

b. To ensure a focused effort on this vital training, STT will be conducted from 0730 to 1230 each Thursday across 8th Army. Sergeants' Time Training is followed by Commanders' Time, to allow for necessary maintenance, inventories and inspections. All Soldiers will be dismissed no later than 1600 hours each Thursday across 8th Army for Individual Soldier Time. Individual Soldier Time is time dedicated each week for Soldiers to handle personal business and provide predictability during the work week. Garrison Commanders will align installation services to support Individual Soldier Time by ensuring that facilities stay open late on Thursday. In those isolated cases that require Soldiers to routinely work past 1600 hours on Thursday (e.g. operational or security missions), leaders will plan an alternate day that allows the Soldier the same benefit with the same level of predictability. Making the Republic of Korea (ROK) the "Assignment of Choice" starts with taking care of people.

c. 8th Army Ordnance Companies will conduct STT in conjunction with supporting ROK Army Ordnance Companies in order to limit closure days and facilitate munitions activities for United States (US) units. Additionally, US units can conduct munitions issues or turn-ins during US STT time as long it includes planned METL-related Warrior Task and Battle Drill tasks.

d. Sergeants' Time Training is subject to announced and unannounced observation by the 8th Army G3 Staff (Senior NCO) representative. The 8th Army G3 Sergeant Major (SGM) will task 8th Army G3 Senior NCOs to conduct these announced and unannounced observations. The visits will be coordinated by 8th Army G37 Training and Exercise Division (TREX), Sergeant Major through the Command Sergeants Major of major subordinate commands and Operation Sergeants Major. Major subordinate commands are responsible for conducting their own internal STT inspection program of their subordinate units. However these visits should not interfere with the on-going, small unit training.

e. For standards on STT uniform policy and weapon security, refer to 8th Army Standards Handbook (TBP October 2011). At a minimum, depending on type of STT, the uniform will be Advance Combat Helmet (ACH), Interceptor Body Armor (IBA)/Improve Outer Tactical Vest (IOTV), protective mask, and hydration system.

f. Sergeants' Time Training is one of the primary tools to ensure our Soldiers are prepared to fight tonight and win here on the Korean Peninsula.

5. Proponent. The 8th Army Assistant Chief of Staff G3 is the proponent for this policy. The point of contact is the 8th Army G37 TREX Sergeant Major and can be contacted at commercial 011-822-7913-6165 or DSN 315-723-6165.

JOHN D. JOHNSON
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Commanding