



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

12 June 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 25, Sergeants' Time Training

1. PURPOSE. To establish policies concerning the conduct of Sergeants' Time Training within the 2nd Brigade, 1st Armored Division.

2. APPLICABILITY. All soldiers assigned to 2nd Brigade, 1st Armored Division

3. REFERENCES.

- a. FM 25-100, 15 November 1988, Training the Force.
- b. FM 25-101, 30 September 1990, Battle Focused Training.
- c. USAREUR Command Policy Letter 2, 08 December 1999, Sergeants' Time Training.
- d. V Corps Command Policy Letter 4, 24 July 1998, Policy on Sergeants' Time in V Corps.

4. POLICY.

a. The historical objective of Sergeants' Time Training (STT) has been to support and enhance the collective training effort in support of the unit's METL. However, because of the increase in stability operations support requirements and a commensurate increase in PERSTEMPO, the definition of what constitutes acceptable subjects has expanded.

(1) STT is a Commander's program. STT is an outcome of the weekly training meeting IAW FM 25-100 and FM 25-101 and is reflected on weekly training schedules. Based on Senior Noncommissioned Officer input, Commanders determine what tasks need to be trained at STT. STT can be used to train EIB/EFMB tasks (which, for the most part, are METL driven) and for the common task test (CTT). It also can assist in satisfying individual training requirements outlined in USAREUR Regulation 350-1 while also providing an opportunity to practice small unit battle drills, train soldiers holding low-density MOS's, and accomplish tasks directly related to soldier readiness.

(2) The following is a model of how the Sergeants' Time Process will work within the Iron Brigade.

(a) Short Range

- i. Brigade and Battalion Commanders and Sergeant Majors identify the Training Focus.
- ii. Platoon Leaders and Platoon Sergeants identify tasks that need training.
- iii. Platoon Leaders integrate focused tasks into their Long Range Matrix

(b) Near Term

- i. 6 Weeks Out: Platoon Leaders and Platoon Sergeants nominate tasks for a training period.
- ii. 5 Weeks Out: Company Commander approves/adjusts platoon training plans.

AETV-THO-Z (100)

SUBJECT: Command Policy Letter 25, Sergeants' Time Training

iii. 4 Weeks Out: Company issues Training Schedules with approved Sergeants' Time Tasks. Training locations and resources are also locked in at this time. Platoon Sergeants will inform Junior NCO's of assigned Sergeants' Time Classes.

iv. 4-2 Weeks Out: Junior NCO's become Subject Matter Experts on their assigned classes, and prepare training aids.

v. 1 Week Out: Junior NCO's will rehearse their classes in front of their peers and superiors. AAR will be performed, and changes to classes will be made as necessary.

vi. D-Day: Junior NCO's execute training.

(3) STT is conducted every Thursday from 0700 to 1200 (unless the day or time is temporarily changed by the first Colonel in the chain of command due to unique circumstances in the unit). It is 5 hours of continuous, uninterrupted training conducted primarily by NCO's at the first-line leader level.

(4) Senior NCO's will supervise Junior NCO's in the planning, organizing, and execution of Sergeants' Time Training. Senior NCO's are responsible to the chain of command for the effectiveness of Sergeants' Time Training.

(5) Nonessential activities will cease in order to give sergeants the opportunity to train all those under their control, to include borrowed military manpower.

(6) Commanders and Command Sergeants Major will ensure that no junior leader is ever put in front of soldiers to conduct training in which the junior leader is not proficient.

b. The planning and execution of Sergeants' Time Training within the 2nd Brigade will be as follows.

(1) The First and Third Thursday of every month will be used for the planning, resourcing, and rehearsing of classes for the following week.

(a) Junior NCO's selected to teach during Sergeants' Time the following week will be given this day to plan, resource, and rehearse their classes for the following week. The above selected Junior NCO's will be coached, assisted, and critiqued by their Senior NCO's. The intent here is that Senior NCO's will teach Junior NCO's how to plan, resource, and effectively present a class, as well as execute planned training.

(b) NCO's not selected to give classes the following week will conduct standard Battle Drills, and other METL related tasks on the First and Third Thursdays of each month. Commanders and NCO's will use this time to perfect the bread and butter tasks that are critical to the success of Combat Operations. Normally, there will be guidance from higher headquarters as to what focus of training will take place on the First and Third Thursdays of every month.

(2) The Second and Fourth Thursdays of every month will be used to execute Sergeants' Time Classes that were created by Junior NCO's the week prior.

(a) Commanders and NCO's will ensure maximum participation for Sergeants' Time Classes on the Second and Fourth Thursdays of each month.

(b) After Action Reviews will be conducted following each class, by Senior NCO's, to identify the strengths and weaknesses of each class.

(c) It must be stressed that NO NCO will present a Sergeants' Time Class who has not been given adequate time to prepare. It is the responsibility of the Entire Chain of Command to ensure that

AETV-THO-Z (100)

SUBJECT: Command Policy Letter 25, Sergeants' Time Training

Junior NCO's are given the chance to properly prepare classes.

5. CONCLUSION. Sergeants' Time Training is a great idea, but has proven difficult to conduct properly. In order for Sergeant's Time Training to work, it must be supported by every Officer and NCO within the Brigade. There is no better time to observe junior leaders in action. Properly conducted, Sergeants' Time Training has two tremendous benefits. First, it teaches and hones skills that our soldiers need to be truly effective war-fighters. Second, and more importantly, Sergeants' Time Training teaches our Junior NCO's how to plan, resource, and teach; all of which are critical tasks of a NCO.

6. POC is the 2nd Brigade CSM at DSN 485-6502/7511.

7. This policy supersedes the previous policy, is effective immediately, and will be posted on all unit bulletin boards.

8. IRON BRIGADE!

JOHN D. JOHNSON
COL, IN
Commanding

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