



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-HH

14 August 2014

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 3-1

MEMORANDUM FOR SEE DSITRIBUTION

SUBJECT: Headquarters, Headquarters Company (HHC) Training Policy

1. **REFERENCES:**

- a. ADP 7-0, Training Units and Developing Leaders, August 2012
- b. STP 21-1-SMCT, Warrior Skills Level 1, April 2014
- c. ADP 6-22, Army Leadership, August 2012
- d. ATP 5-19, Composite Risk Management, April 2014
- e. AR 350-1, Army Training Education, 18 December 2009
- f. Eighth US Army Basis Standards Handbook, May 2009

2. **PURPOSE:** Effective 14 August 2014, the policies and procedures contained in this memorandum will be used for planning and executing HHC training and publishing HHC training schedules.

3. **APPLICABILITY:** The policies and procedures outlined in this memorandum apply to USAG-Y, HHC.

4. **PROCEDURES:**

a. USAG-Y HHC Commander is responsible for the training and readiness of all Soldiers assigned, operational controlled (OPCON'ed) or administrative controlled (ADCON'ed) to HHC USAG-Y. Training must be in accordance with (IAW) Army regulations and doctrine, realistic, of training value, and completed in a safe manner. Training schedules will support the Mission Essential Task List (METL) and the Garrison Commander's annual training guidance. ADP 7-0, STP 21-1, and AR 350-1 will be used when planning and executing training.

IMYN-HH

SUBJECT: USAG-Y Policy Letter 3-1 HHC Training Policy

b. T+6 training schedule is due to Department of Plans Training Mobilization and Security (DPTMS) every Friday. The HHC Commander will ensure his or her unit submits training schedules six weeks out to be approved by the Director of DPTMS. Training must be forecasted seven to ten weeks out. Training schedules will be specific in order to provide HHC Soldiers with maximum training value to ensure they are fully trained.

c. Soldier Readiness Training: All readiness training such as weapon qualification, Army Physical Fitness Test (APFT), Chemical Biological Radiological and Nuclear (CBRN), and Combat Task Tests (CTT) will be annotated on the training schedule.

d. **Mandatory Training:** All mandatory training events will be annotated on the training calendar (Sexual Harassment/Assault Response and Prevention (SHARP), Equal Opportunity (EO), Prevention of Human Trafficking, U.S. and Korean Augmentation to the United States Army (KATUSA) Soldier relationships, Operational Security (OPSEC), Subversion and Espionage Directed Against the US Army (SAEDA), etc.)

e. Sergeant's Time Training (STT): HHC will adhere to the following guidance when scheduling, preparing, and executing Sergeant's Time Training. The company 1SG will provide oversight over the planning and conducting of STT.

(1) IAW 8th U.S. Army Basic Standards Handbook, STT will be conducted every Thursday from 0930-1130.

(2) Tasks trained during Sergeant's Time must be METL related.

(3) Maximum participation by HHC Soldiers of STT will be enforced. Therefore, routine appointments will not be authorized during STT. Soldiers who must be excused from STT will have a signed memorandum from his or her first line supervisor for the company First Sergeant No later than (NLT) one business day prior to training.

(4) Commander's time may follow STT to allow for other required training such as SHARP, EO, Safety, inventories, and inspections.

(5) All Soldiers will be dismissed NLT 1600 on Thursdays to allow them to participate in Soldier's time.

f. Non-Commissioned Officers Development Program (NCODP): Company NCODP schedules will include the leadership development training, timeline, location, doctrine, and instructor's name.

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SUBJECT: USAG-Y Policy Letter 3-1 HHC Training Policy

g. Training schedules are great tools to enhance mission readiness. A training schedule is a contract between commanders and their Soldiers. To honor this contract, the commander must plan and publish thorough training schedules in order to prepare the Soldiers for peacetime duties and combat.

h. Quarterly Training: NCO's need to ensure that all of their Soldiers are up to date on their quarterly training. If a Soldier is found deficient in quarterly training, that Soldier and his or her NCO will not be able to go on pass and will also utilize time during training holidays until the Soldier is caught up on their current quarter's training.

5. The point of contact for this memo is CPT Alexander Kim, at (315) 738-3037, or email at alexander.c.kim2.mil@mail.mil.



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