



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-CSM

FEB 16 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-03 – Sergeant's Time Training (STT) and Work Week


1. Applicability. This policy applies to all Fort Polk Soldiers and leaders.
2. Policy. In order to add predictability to training calendars and more efficiently use time and resources, the Fort Polk work week will more effectively integrate two competing demands: training time and leisure time.
3. The intent of STT is to provide the first line supervisors a dedicated block of time to train their Soldiers on identified individual and collective tasks critical to the execution of the unit's Mission Essential Task List (METL).
4. The STT training guidelines are as follows:
  - a. STT will be scheduled once a week, Monday – Friday. This will allow leaders adequate time to utilize the resources and facilities to train their Soldiers.
  - b. STT will be conducted five consecutive hours, not to include Physical Training (PT) hours, but can be used as an addition. The foot march (to and from the training locations) is the only authorized physical training events that may be executed as STT.
  - c. Training will be planned, prepared, rehearsed, and executed in accordance with the tenets of FMs 7-0 and 7-1. Risk assessments will be conducted on all STT to ensure Soldier safety and minimize risk without affecting the training.
  - d. Units will consolidate training for low-density MOS Soldiers a minimum of once a month. Senior NCOs in the most closely related low-density MOS will serve as the instructors.
5. Post agencies providing services to our Soldiers, such as finance, legal, and PSB, will remain open for business, with minimum staffing during Sergeant's Time Training. This will allow for both continued service to Soldiers and an opportunity for those agencies to conduct Sergeant's Time Training.

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6. The work week consist of Monday - Friday from 0630-1700 when not conducting field training exercises/rotations. This allows for Soldiers to have predictability and able to schedule events. If a unit is required to work on a weekend or a holiday, the only approving authority will be the brigade/battalion commander. This will prevent last minute events from occurring, allowing company commander and first sergeants to detain Soldiers without it being a planned event on the training schedule.

7. This policy will remain in effect until superseded or rescinded.

  
DANIEL P. BOLGER  
Brigadier General, USA  
Commanding

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