



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERPO-T

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction – Unit Training Schedule and Highlights Preparation, Approval, and Submission Management

1. References.

- a. 21st Theater Support Command (TSC) Training Guidance, Fiscal Years 04-05, July 2003.
- b. AR 350-10, Management of Army Individual Training Requirements and Resources, September 1990.
- c. TC 25-30, A Leader's Guide to Company Training Meetings, April 1994.
- d. USAREUR Reg 350-1, Training in USAREUR, July 2002.
- e. FM 7-0, Training the Force, October 2002.

2. Purpose.

- a. To define responsibilities and procedures for the preparation, approval, and submission of unit training schedules, unit training highlights and Sergeant's Time Training (STT) highlights within 21st TSC.
- b. To ensure compliance with United States Army, United States Army Europe (USAREUR), and 21st TSC training guidance and requirements.

3. Responsibilities and Procedures.

a. General Procedures.

- (1) The Standard Army Training System (SATS) is the Army's standard training management tool for company through corps level organizations.
- (2) IAW reference 1.a., 21st TSC units will use SATS for managing their training programs.

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b. Company and Detachment Commanders' Responsibilities.

(1) Ensure their organizational training schedules and highlights are prepared using SATS and all SATS operators are trained and certified on SATS.

(2) "Lock-in" training schedules six weeks out. The only exceptions are for unforeseen operational requirements.

(3) Submit training schedules, training highlights, and highlighted STT events (one per company per week) NLT six weeks prior to the training week.

(4) Submit these training schedules and highlights through their next higher headquarters' S3 for commander approval.

c. Battalion Commanders' Responsibilities.

(1) Serve as the approval authority for the training schedules submitted by their subordinate unit commanders.

(2) Sign and date all reviewed and approved training schedules submitted by subordinate unit commanders.

(3) Ensure by COB the last working day of each week their next higher headquarters' S3 has received the next four weeks of Battalion approved, organizational training schedules, training highlights and STT highlights.

d. Brigade Commander and Troop Support Battalion (TSB) Commander's Responsibilities.

(1) Ensure all training schedules, training highlights, and STT highlights submitted are reviewed for compliance with this MOI, the above listed references, and their training guidance and intent.

(2) Ensure by COB the last working day of each week the 21st TSC, G3 Training and Simulations Division (TSD) has received the next three weeks of approved, organizational training schedules, training highlights and STT highlights.

e. Chief, G3 TSD Responsibilities.

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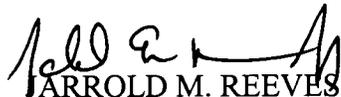
(1) Ensure unit training schedules, training highlights and STT highlights for the next training week are provided to the Commanding General, Command Sergeant Major and G3 by COB the last working day of the preceding week.

(2) Ensure a random selection of unit training schedules and the complete listing of highlighted STT events are reviewed each week prior to their submission to the Commanding General, Command Sergeant Major and G3.

4. The point of contact for this MOI is MSG Martin, NCOIC, G3 TSD at 484-8874.

5. FIRST IN SUPPORT!

FOR THE COMMANDER:


FARROLD M. REEVES Jr.
LTC (P), GS
Assistant Chief of Staff, G3

DISTRIBUTION:

A (21st TSC Circular 25-30)