



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD, ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-SD

25 October 2017

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #22 – **Training**

1. References:

- a. AR 350-1, Army Training and Leader Development
- b. Fort Jackson Reg 350-1, Fort Jackson Training Administration Policies
- c. Digital Training Management System (DTMS)
- d. Army Training Network (ATN) web page <https://atn.army.mil/index.aspx>

2. All Soldiers and DA civilians must remain relevant and knowledgeable of basic Army policies, programs, and procedures regardless of their duty assignment, location, or military status. To ensure that the Soldiers, DA Civilians, Students and Leaders of the USASD are postured for success, the following training procedures are in effect.

3. **Mandatory Annual Training Requirements.** All Soldiers, civilians, and student leaders are required to complete DA directed Mandatory Annual Training. Student Leaders may access all mandatory training tools via the USASD website at <http://usasd.armylive.dodlive.mil/news-events/>. You will be required to provide/validate proof of training during the semi-annual PAI as described on the MOI.

4. **Sergeants Time/Collective Training.** USASD will ensure all Soldiers and DA civilians are able to participate in scheduled training. All Soldiers and DA civilians will participate in technical training as scheduled. Cross-Training is a Staff led requirement to accomplish during down time or as needed to train new military or DA Civilian Staff. DA civilians will accomplish mandatory as mandated by DA training requirements. Commander's mandatory topics will be scheduled - include, but are not limited to: Sexual Harassment/Assault Response Prevention, Equal and Equal Employment Opportunity, and Suicide Prevention Program training. All training schedules will be posted visible and accessible to all Staff.

5. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH  
CPT, AG  
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