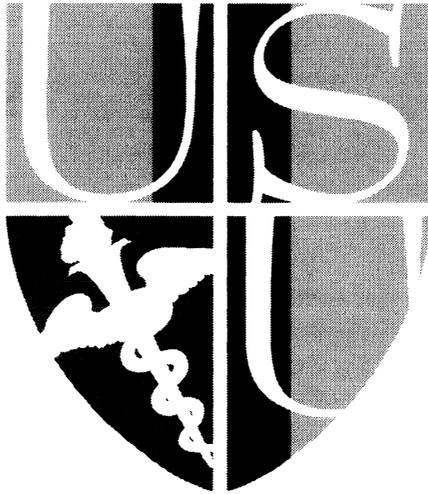


**USUHS
INSTRUCTION
1326**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Enlisted Training Program

Instruction 1326

MAY 13 1997

(BDE)

ABSTRACT

This Instruction outlines the policies and responsibilities of the Enlisted Training Program at the Uniformed Services University of the Health Sciences (USUHS).

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1326^a, provides guidance, and establishes policies for the training of enlisted personnel.

B. Reference. *See Enclosure 1.*

C. Applicability. This Instruction applies to all Army, Navy and Air Force enlisted personnel assigned or attached to the USUHS.

D. Definitions. *See Enclosure 2.*

E. Policy. It is the USUHS policy that enlisted personnel assigned or attached to the Headquarters Company, Brigade Commander (BDE) shall:

1. Receive skill-related and general military training in order to support the USUHS mission, improve their skills, and increase their competitiveness for promotion;

2. Receive one duty day of training each month during the duty day in their Rate/Navy Enlisted Classification, Military Occupational Specialty, or Air Force Specialty Code;

3. In accordance with the USUHS Annual Training Plan, receive two hours of training each week from the Brigade Operations office; and

4. As per service specific directives, conduct an Individual Physical Fitness Training Program during the duty day, to include at least one hour of intense exercise two times per week, with adequate time for changing, showers, and recovery. Headquarters Company will conduct physical fitness training for all enlisted personnel each Friday for two hours.

F. Responsibilities.

1. The Brigade Commander shall be responsible for the overall training of enlisted personnel assigned or attached to the USUHS BDE.

2. The Brigade Operations Officer shall:

- a. Be responsible to the BDE for the planning and support of the Enlisted Training Program; and
- b. Serve as the approval authority with USUHS Civilian and Military Supervisors for enlisted personnel to receive monthly training in their Rate/Navy Enlisted Classification, Military Occupational Specialty or Air Force Specialty Code.

3. The Headquarters Company Commander shall be responsible to the BDE for the execution and development of the Enlisted Training Plan.

4. The Brigade Senior Enlisted Advisor shall:

- a. Work in conjunction with the Noncommissioned Officer in Charge (NCOIC)/Leading Petty Officer (LPO), Training, Brigade Operations, and the Headquarters Company Flight Sergeant/Division Chief/Platoon Sergeant to produce the Annual Training Plan; and
- b. Identify and provide Department of Defense (DoD) requirements for inclusion in the Annual Training Plan.

5. The Headquarters Company Flight Sergeant/Division Chief/Platoon Sergeant shall:

- a. Execute the Enlisted Training Program for the Headquarters Company Commander; and
- b. Identify and provide service specific requirements for inclusion in the Annual Training Plan.

6. The Noncommissioned Officer in Charge, Brigade Operations, shall:

- a. Oversee the development, implementation, and evaluation of the USUHS Enlisted Training Program;
- b. Serve as the senior trainer ensuring that the requirements of each service and the DoD are met by the USUHS Enlisted Training Program; and
- c. Prepare taskings for FTXs to ensure that all enlisted personnel participate.

7. The Noncommissioned Officer in Charge/Leading Petty Officer, Training, Brigade Operations, shall develop, implement, and evaluate the USUHS Enlisted Training Program. Primary functions include:

- a. Developing the Annual Training Plan to support the needs of enlisted personnel;
- b. Coordinating all enlisted training;
- c. Serving as the coordinator between USUHS enlisted personnel and outside agencies that agree to provide training in the individual's Rate/Navy Enlisted Classification, Military Occupational Specialty or Air Force Specialty Code. This includes documentation of the content, location, trainer, and duration of the training;
- d. Coordinating with external training resources and organizations for training on and off campus; and
- e. Maintaining records documenting completed and projected training.

8. USUHS Civilian and Military Supervisors shall:

a. Ensure enlisted personnel attend training; and

b. Identify training that would enhance job performance of assigned or attached enlisted personnel and coordinate with the Brigade Senior Enlisted Advisor, Headquarters Company Flight Sergeant/ Division Chief/Platoon Sergeant and the NCOIC/LPO, Training, Brigade Operations, to implement them in the Enlisted Training Program.

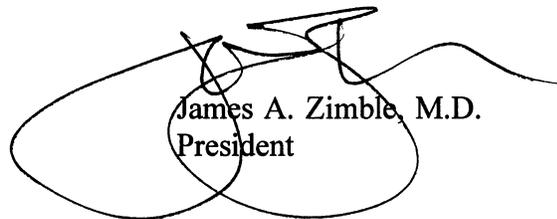
9. Individual enlisted personnel shall:

a. Attend all training as indicated on the Annual Training Plan;

b. Notify their supervisors of upcoming training events;

c. Coordinate with the appropriate Headquarters Company Flight Sergeant/ Division Chief/Platoon Sergeant and the NCOIC/LPO, Training, Brigade Operations to receive training in their Rate/Navy Enlisted Classification, Military Occupational Specialty, or Air Force Specialty Code; and

d. Use the time allotted for the Individual Physical Fitness Training Program to meet some of/or a portion of their service's physical fitness requirements.



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. Definitions

REFERENCE

- (a) USUHS Instruction 1326, "Enlisted Training Program," dated February 27, 1991 (hereby cancelled)

DEFINITIONS

1. USUHS Annual Training Plan (ATP):
A summary of the overall Enlisted Training Program, prepared prior to the beginning of each fiscal year.

2. Field Training Exercises (FTX):
Operation BUSHMASTER and FTX Kerkesner are mandatory USUHS events that provide an excellent opportunity for the operational training of students, staff, and faculty alike. The enlisted personnel are required to execute these exercises.