



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 12TH COMBAT AVIATION BRIGADE  
ANSBACH ARMY HELIPORT, GERMANY  
APO AE 09177-8710

AETV-CAB

13 January 2014

MEMORANDUM FOR Leadership of the 12th Combat Aviation Brigade (CAB)

SUBJECT: 12th CAB Command Policy Letter 19, Institutional Training Responsibilities

1. Commanders at all levels are responsible for the Army's institutional and education system for Soldiers, military leaders and Army civilians. An unfilled seat in any school, be it PME, CATC, MTT directly costs the military in lost training dollars and more importantly degrades our unit of trained and qualified Soldiers.
2. Company Commanders and First Sergeants are the primary custodian to ensure Soldiers receive institutional training through a myriad of opportunities (PME, CATC, MTT). Furthermore, they are responsible for Soldier notification, preparation, enrollment, and attendance for institutional and education training. Unit Commanders and First Sergeants will be counseled by the Battalion Commander and Command Sergeant Major, respectively for their first no-show to any CATC, MTT, and PME course. A second no-show will result in counseling by the Brigade Commander and Command Sergeant Major. A third no-show will result in the Company Commander (A1) being locked out of all future schools requests and subsequent schools requests will require endorsement by the Battalion Commander; additionally a Brigade Commander memorandum of reprimand may be issued and/or a derogatory statement placed in their respective evaluations.
3. Battalion Commanders and Battalion Command Sergeants Major have a responsibility to ensure systems are established for the notification, preparation, enrollment, and attendance of all Soldiers assigned/attached to their organization. Failure to establish these systems will result in counseling from the Brigade Commander and/or Command Sergeant Major.
4. This policy does not apply to ineligible or unavailable attendance due to unknown circumstances such as profiles and emergencies such as a death in the family. All requests for deletion will be approved by the Brigade S3 and/or S3 Sergeant Major.

WINGS OF VICTORY!



VINCENT H. TORZA  
COL, AV  
Commanding