



**DEPARTMENT OF THE ARMY  
HEADQUARTERS AND HEADQUARTERS COMPANY  
UNITED STATES ARMY ELEMENT  
WALTER REED ARMY MEDICAL CENTER  
8901 WISCONSIN AVE  
BETHESDA MD 20889**

**REPLY TO  
ATTENTION OF:**

MCAT-TCN-HC

01 JULY 2014

MEMORANDUM FOR RECORD

SUBJECT: HHC Training Policy Letter # 22

1. GENERAL: Birth Month Training (BMT) is required to address the Northern Regional Medical Commands (NRMC) Commanding General's (CG) top training priorities.

2. APPLICABILITY: This policy is applicable to all assigned and attached HHC personnel.

3. POLICY:

a. Company training guidance is directed by the Troop command annual training guidance. Company sustainment training focuses on the NRMC training priorities. Training is a commanders program that focuses on managing requirements and training calendars in order to ensure predictability, accountability and sustainment. Commanders are responsible for ensuring the development of training plans and preparing and executing the training program. NCOs are the principle trainers of individual Soldiers; they must be capable of accomplishing every training task required. Soldiers are responsible for conducting and maintaining individual training standards.

b. All assigned and attached personnel will be required to conduct online and face-to-face training to remain current with the CG top training priorities. Face-to-face training will be conducted during birth month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. Mandatory online training must be completed at the time of expiration. Certificates must be entered into the Defense Training Management System (DTMS) by Department DTMS managers. Failure to comply with this policy will negatively impact leave and pass privileges.

c. Exemptions: No exemptions will be made for ordinary leave or pass requests. Personnel anticipating leave can fulfill training requirements up to 1 month in advance. Exemptions can be made if BMT falls within a TDY period or for emergency leave. BMT training must be completed within one month of returning from TDY or emergency leave.

d. Failure to conduct BMT training will result in notification to the Troop Commander and to the Director, Walter Reed National Military Medical Center for further action.

MCAT-TCN-HC  
SUBJECT: HHC Training Policy Letter

4. Point of contact for this memorandum is the undersigned at 301-400-2956 or [Michael.a.baker@health.mil](mailto:Michael.a.baker@health.mil).

1 Encls:  
1. NRMC CG  
Top Training priorities

MICHAEL BAKER  
CPT, MS  
Commanding