



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY  
REDSTONE ARSENAL, ALABAMA 35809-7000

MCXW-MED

7 August 2003

MEMORANDUM FOR RECORD

SUBJECT: Command Policy Letter 03-14: Company Training Meetings

1. Company training meetings are critical to ensure mission accomplishment. Training meetings are held to coordinate training plans, forecast and allocate resources, identify/resolve training distracters.
2. Company training meetings will be held every Monday at 1430 hours. Exceptions to this routine may include major training events or holidays. Mandatory attendees include the Commander, First Sergeant and all sections NCOIC's or their designated representative.
3. During the course of the meeting, we will evaluate the past week's training, coordinate/evaluate the current week's training, and review by week the six upcoming weeks of training. Duration of the meeting will not normally exceed one hour, with the final 15 minutes allocated to dissemination of any critical administrative information.
4. POC is the undersigned.

LAURA S. EDWARDS  
CPT, MS  
Commanding