



DEPARTMENT OF THE ARMY  
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD  
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MNOT

1 May 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction No. 57-12 – New York Army National Guard (NYARNG) Comprehensive Soldier Fitness (CSF) Training Program 2012-2013

1. REFERENCE.

a. Memorandum, MNOT, 20 April 2011, subject: Letter of Instruction No. 37-11 – New York Army National Guard (NYARNG) Comprehensive Soldier Fitness (CSF) Training Program.

b. NYARNG CSF Facilitator Guide.

2. GENERAL.

a. This LOI is an update to the implementation guidance for the NYARNG CSF program that was instituted last year. The program will remain the same for Training Year 2013 (TY-13). A new CSF Facilitator Guide will be issued to the field on 2 May 2012 that contains new scenarios for the next TY.

b. Changes were made to the new NYARNG CSF Facilitator Guide based on feedback from a variety of sources. Continued feedback is critical to the success of the CSF program.

c. CSF continues to be priority for the NYARNG Commanding General (CG). It reinforces his emphasis on standards and discipline. Recent feedback from the MNOT Exercise and Evaluation Team indicates that units are not executing the CSF Program as it was intended. We still have work to do as an organization to implement the “cultural shift” of conducting CSF at every monthly drill assembly. First Line Leaders must be the primary trainer for CSF to facilitate discussions about resiliency issues that are known to cause stress, and potentially suicide. Discussions must be held in a private setting with small groups of Soldiers. When issues are identified they are discussed and worked by the group itself, then the Chain of Command and with assistance from resources outside the unit as needed. Bringing awareness to the NYARNG Network of Support is a key part of the program.

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### 3. CONCEPT OF THE OPERATION.

a. The program carves out and dedicates 30 minutes of the training schedule each Inactive Duty Training (IDT) weekend for all leaders to talk with their Soldiers on a monthly basis. CSF will be annotated in the Digital Training Management System (DTMS) for every unit on a monthly basis (excluding months where a unit does not have scheduled IDT).

b. The NYARNG CSF Facilitator Guide is designed as a hip-pocket sized reference and discussion guide for all leaders to utilize when discussing CSF with their Soldiers. Each facilitator guide includes the training to be used every month for the period of July 2012 through July 2013. Each month's training is different. The 2012-2013 NYARNG CSF Facilitator Guide can be downloaded at the MNOT Army Knowledge Online (AKO) web portal: <https://www.us.army.mil/suite/page/606782>.

c. The goal of CSF is simply to generate open discussion in a small group (squad, section) setting of Soldiers that are familiar with each other and to get them talking about topics that have been shown to cause problems for Soldiers and their families. If a problem is discovered, either the small group finds a way to help or they elevate it to the chain of command or they involve one of many resources outside of the unit. Links to resources outside the unit are listed in each month's training. First Line Leaders include (but are not limited to):

- (1) Squad Leaders and Section Sergeants training their section or squad.
- (2) Platoon Leaders and Platoon Sergeants training their platoon headquarters.
- (3) Company Commanders and First Sergeants training their company headquarters.
- (4) Battalion/Brigade/Division Staff Officers/Senior NCOs training their sections.
- (5) Battalion/Brigade/Division Command Group/CSM training the command groups.
- (6) JFHQ Staff Officers/Senior NCOs training their directorates.

d. NYARNG will start using the new 2012-2013 Facilitator Guide for these 30-minute CSF sessions beginning in July 2012 and will continue the program into 2013. The six topics, or pillars, will be rotated throughout a 12-month period using different scenarios with situational problems/issues to spur discussion. Table 1-1 is a graphic depiction of the 12-month rotation.

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	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Financial	X						X					
Physical		X						X				
Family			X						X			
Social				X						X		
Emotional					X						X	
Spiritual						X						X

Table 1-1

#### 4. TASKS TO SUBORDINATE UNITS.

a. Ensure every unit (down to company / detachment) annotates “CSF training” on monthly IDT schedules in DTMS. Units must plan for a minimum of 30-minutes of CSF training per monthly IDT assembly.

b. Battalion and higher headquarters will include CSF Training as part of their Command Inspection Programs.

c. Units will channel feedback on the CSF program to the NYARNG Command Sergeant Major (CSM) or the NYARNG Chaplain. Master Resilience Trainers (MRTs) will provide feedback to the NYARNG Risk Reduction, Resiliency and Suicide Prevention (R3SP) Manager, 1LT Karen Marotz.

#### 5. COORDINATING INSTRUCTIONS. The following events are other mandatory tasks tied to resilience training in DTMS:

a. “Global Assessment Tool and Comprehensive Fitness” – the Global Assessment Tool is a required task for all Soldiers.

b. “CSF Quarterly Resilience Training - Qtr/Mod 1-4” - applies only to Active Component Soldiers at this time.

6. The point of contact for the resilience program is the NYARNG R3SP Manager, 1LT Karen Marotz, who may be reached at (518) 786-4455, or e-mail [karen.marotz@ng.army.mil](mailto:karen.marotz@ng.army.mil). The point of contact for MNOT is SGM Piwowarski who may be reached at (518) 786-4479, or e-mail: [david.piwowarski@us.army.mil](mailto:david.piwowarski@us.army.mil).

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(NYARNG) Comprehensive Soldier Fitness (CSF) Training Program 2012-2013

FOR THE COMMANDER:

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