Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
30 May 2001

C1, Fort Knox Reg 350-1

Change 1

Training

COMMAND TRAINING MANAGEMENT

Summary.   This change makes a correction to the table of contents and chapter 5 in the regulation.

Suggested improvements.   The proponent of this regulation is the G3/Directorate of Plans, Training, and Mobilization (G3/DPTM).   Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, USAARMC and Fort Knox, ATTN: ATZK-PTO.

Supplementation.   Commanders will not supplement this regulation without approval of Commanding General, USAARMC and Fort Knox.

1.   Fort Knox Regulation 350-1, 18 October 2000, is changed as follows:

Pages i thru iv.   Table of contents is superseded.   Remove original and replace with table of contents in Change 1.

Chapter 5.   Chapter 5 (Training Support) is superseded.   Remove original and replace with Chapter 5 in Change 1.

2.   Post these changes per DA Pam 25-40.

3.   File this change in front of the publication.

FOR THE COMMANDER:
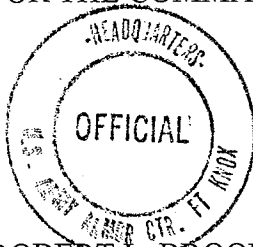
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Change 1

Training

COMMAND TRAINING MANAGEMENT

Summary. This change makes a correction to the table of contents and chapter 5 in the regulation.

Applicability. This regulation applies to all Active Component (AC) and Reserve Component (RC) training at the United States Army Armor School (USAARMS) at Fort Knox.

Suggested improvements. The proponent of the regulation is the G3/Directorate of Plans, Training, and Mobilization (G3/DPTM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, USAARMC and Fort Knox, ATTN: ATZK-PTO.

Supplementation. Commanders will not supplement this regulation without approval of Commanding General, USAARMC and Fort Knox.

Table of Contents

Chapter 1
Training Philosophy

1-1. Introduction.

a. The United States Army Armor Center (USAARMC) is the Mounted Maneuver Force proponent of the United States Army Training and Doctrine Command (TRADOC). It is important to accurately anticipate the Armor Force's future material and doctrinal and training needs to ensure best use of scarce resources or, more importantly, success on a future battlefield. This regulation provides the training management focus to ensure successful mission accomplishment of the USAARMC and Fort Knox.

b. Using the Army Performance Improvement Criteria (APIC) senior leadership can create the values, goals, and systems that guide the sustained pursuit of performance improvement. Measures of progress provide a result-oriented basis for channeling actions to improve organizational performance. The criteria do not prescribe a leadership system to replace the current organization systems for command and control; rather, if used properly as an assessment tool, the criteria can provide a cross-organizational perspective of quality performance, mission effectiveness, and overall organization capability.

1-2. References. Related publications are cited where applicable. A complete list of references can be found at appendix G.

1-3. Purpose. This regulation provides guidance, standards, procedures, and requirements for training management at the USAARMC. It serves as a guide to the installation's training management system which prescribes management guidelines for permanent party soldiers' nonprogram of instruction training as well as requirements for the scheduling/resourcing of program of instruction (POI) training.

1-4. Explanation of Abbreviations and Terms. The glossary at appendix H contains abbreviations and special terms used in this regulation.

Chapter 2
Training Management and Methods

2-1. General. A training management program ensures that good training is executed. It is a system that allows time, personnel, equipment, and resources to come together. Training assets and resources will be managed per established doctrine outlined in Field Manual (FM) 25-100, Training the Force; and FM 25-101, Battle Focused Training.

2-2. References. FM 25-100, FM 25-101, Army Regulation (AR) 350-1, and AR 350-41.

2-3. Procedures. The procedures listed below serve as a framework for how doctrine applies to installation training management at the USAARMC. Refer to appendix B for the USAARMC Scheduling Process and the AC/RC Scheduling Priority.

a. Installation Annual Command Training Guidance (ACTG). The ACTG is published annually in January. It includes training guidance and an installation long-range calendar per the Commanding General's directives. The ACTG provides training direction and emphasis for the upcoming fiscal year (FY). Additional training guidance is found in this regulation.

b. Master Training and Activities Calendar (MTAC). The MTAC addresses known and assumed training activities for 6-12 quarters and is published in conjunction with the ACTG in February. It is updated monthly.

c. Quarterly Training Briefs (QTBs). The QTBs will be scheduled with sufficient time for subordinate commanders to respond to quarterly updates and guidance. The QTB windows would occur on the following timelines: 1st quarter (no later than (NLT) 1 June), 2d quarter (NLT 1 September), 3d quarter (NLT 1 December), and 4th quarter (NLT 1 March). The Garrison Quarterly Performance Review (QPR) will be conducted after other units have given their QTBs.

d. Quarterly G3/S3 Conference.

(1) General. The G3/S3 conferences will be the culmination of the annual and quarterly calendar update process. This conference is hosted by the G3/DPTM and held at least 10 weeks before the beginning of the following quarter, and 8 weeks before the QTBs. Attendance includes major subordinate command (MSC) S3s (brigade/battalion) and operations representatives from post directorates, Noncommissioned Officer Academy (NCOA), Garrison Command, and Headquarters and Law Enforcement Command (HQ and LEC).

(2) Agenda. The conference will focus on training management during the current and previous quarters out to eight quarters.

(a) Conduct an after action review (AAR) of training management during the current and previous quarters to identify systemic problems and pose solutions.

(b) Resolve any remaining resource requirements and other training issues for the next quarter. Additionally, at this collective MSC level forum, the G3/DPTM will receive training issues from the staff principals of subordinate commands that require installation decision or assistance.

(c) Lock-in TRADOC and higher echelon major, externally driven events. Conduct a preliminary discussion of the draft calendar six to eight quarters out to identify potential issues/conflicts.

e. Weekly Training Highlights. Weekly training highlights include a summary of key training events for the week following publication. The MSCs will submit weekly training highlights for the upcoming week NLT Wednesday to G3/DPTM Operations and Training (O&T) Division.

2-4. Installation Training Management System. A continuous dialogue between MSCs, directors, and G3/DPTM is key to ensuring the success of our efforts to manage installation training. The forums listed above serve as the basis for the exchange of information related to the training management system. Training management milestones laid out over the period of a FY would occur as shown below.

Table 2-1
Training Guidance and Planning Milestones

GUIDANCE PERIOD	1ST QTR	2D QTR	3D QTR	4TH QTR
Publish USAARMC Command Guidance/MTAC	NLT 15 Jan			
Publish USAARMC Updated Planning Calendar	NLT 1 Jul	NLT 1 Oct	NLT 1 Jan	NLT 1 Apr
Conduct Quarterly G3/S3 Conference	NLT 15 Jul	NLT 15 Oct	NLT 15 Jan	NLT 15 Apr
Publish Regiment/Brigade Quarterly Training Guidance	NLT 1 Aug	NLT 1 Nov	NLT 1 Feb	NLT 1 May
Conduct QTB	NLT 1 Jun	NLT 1 Sep	NLT 1 Dec	NLT 1 Mar

Chapter 3
Responsibilities

3-1. G3/DPTM.

a. Publishes the MTAC in conjunction with the ACTG. The training calendar will address known and assumed training activities six training quarters into the impending training period.

b. Publishes semiannual MTAC on 1 September and 1 March. Specific training direction will be found in the quarterly training guidance (QTG). The MTAC is the base document for all scheduling of major training events. Units can review the MTAC on the G3/DPTM home page (O&T).

c. G3/DPTM Schools/Scheduling Branch chairs a quarterly coordination meeting with the training activities and supporting agencies the second Monday of the quarter and retains final decision/responsibility for resolving conflicts.

d. Chairs quarterly G3/S3 conference.

e. Schedules quarterly training briefs for the USAARMC command group with subordinate commands.

f. Provides notetaker for all scheduled regimental/brigade level QTBs.

3-2. Units and Subordinate Commands.

a. Adhere to Commanding General's directives published in the ACTG.

b. Conduct QTBs per standardized format to the USAARMC command group.

c. Publish annual training guidance for subordinate battalions and a long-range training calendar (18 months) NLT 6 months before the FY (1 May).

d. After receiving higher headquarters training guidance, send operations personnel to attend the Quarterly G3/S3 Conferences.

e. Schedule monthly one-on-one meetings with the G3/DPTM to address unit training issues as required.

f. Publish QTG NLT 8 weeks before the start of the quarter.

g. Provide input to the MTAC on 15 August and 15 February. By 1 January, all inputs will be delivered electronically using Microsoft Excel. Units' calendars will utilize same color coding and formatting.

h. Provide command group and primary staff a courtesy read-ahead QTB packet 5 days before the actual QTB. The read-ahead may contain more slides than is required by the QTB format; however, only the approved QTB slides will be used during the actual briefs. The MSCs are responsible for the setup of their QTB.

Chapter 4
Individual Training

4-1. General. All permanent party soldiers need non-POI individual training. Individual training encompasses those basic skills required in all soldiers and those skills characteristic of a soldier's specific military occupational specialty (MOS). The training provides the basic knowledge upon which is built a unit's ability to perform its mission. The USAARMC goal for individual skill proficiency is that soldiers meet or exceed the level of skill required by their MOS and skill level. Individual training should focus on the mastery of mission essential skills.

4-2. References. FM 25-101, AR 350-1, AR 350-38, AR 350-41, and AR 525-13.

4-3. Common Military Training. AR 350-41 identifies selected Department of the Army (DA) training requirements considered essential to individual and unit readiness. Units will incorporate training requirements in Table 4-1 at the frequencies prescribed.

Table 4-1*
Common Military Training Tasks and Briefs

Task	Requirement	Frequency/year	Trained	Reference
Weapons	Qualification	1/year**	All	DA Pam 350-38
Physical Training	Record APFT	2/year	All	AR 350-41
SAEDA	Awareness	1/year	All	AR 381-12
Environmental Safety	Awareness	4/year	All	AR 200-1
UCMJ	Awareness	1/year	All	AR 27-10
Alcohol/Drug Abuse	Awareness	4/year	All	AR 600-85
Support of Families	Orientation	1/year	All	AR 608-99
First Aid	Awareness	as required	All	AR 40-3
Suicide Prevention	Orientation	1/year	All	DA Pam 600-24
Heat/Cold Injuries	Awareness	seasonally	All	AR 40-5
Code of Conduct	Awareness	1/year	All	AR 350-41
Sexual Harassment	Awareness	2/year	All	AR 600-20
Equal Opportunity	Awareness	2/year	All	AR 600-20
Health Benefits	Orientation	as required	All	AR 40-3
Command Info Program	Orientation	as required	All	AR 360-81
Environmental Issues	Awareness	4/year	All	AR 200-1
Consideration of Others	Awareness	2 hours/quarter	All	CSA Guidance
Operations Security	Awareness	1/year	All	AR 530-1
Water Safety	Awareness	1/year	All	AR 385-15

* The different types of briefings are twofold. The briefings required are designed to provide the soldier awareness of certain situations/regulations and an orientation of available Army services. The required number of briefings is prescribed by the corresponding AR and is found in the frequency/year column.

** Weapons qualification is fired once a year as resources can support. This requires accurate ammunition forecasts per the Ammunition Management Standing Operating Procedure (SOP).

4-4. Physical Readiness.

    a. General. Physical readiness, a vital component of overall readiness, is critical to the accomplishment of the mission. Physical readiness includes the capacity for skillful and sustained performance, the ability to recover from exertion rapidly, the desire to complete a designated task, and the confidence to face any situation.

    b. Standards. Physical training (PT) at USAARMC is a personal challenge. The USAARMC's goal for the Army Physical Fitness Test (APFT) is a 95 percent pass rate. The keys to a successful PT program are strengthening exercises and endurance training combined with variety. The PT formations will be held at least three times a week. Subordinate commands will determine on what 3 days to hold PT. Commanders will ensure the appropriate administrative action is taken for all soldiers who fail the APFT.

4-5. Marksmanship Training.

    a. General. The importance of individual marksmanship cannot be stressed enough. Soldiers must excel at marksmanship. There are no shortcuts to good marksmanship; the key is good preliminary marksmanship instruction (PMI). All soldiers assigned to Fort Knox will be qualified on either an M16 or M9. Commanders will designate who qualifies with an M16 or an M9, based on the weapon system that would normally be assigned for their MOS. Therefore, it is imperative that units properly forecast ammunition requirements per the Ammunition Management SOP.

    b. Standards. Weapons qualification standards for individuals are clearly outlined in AR 350-38 and AR 350-41. Soldiers assigned to USAARMC with no assigned weapon are exempt from weapon qualification per AR 350-41, paragraph 3-4e(1)(d). However, MOS proficiency and individual soldier readiness have dictated that soldiers qualify with the following standards:

    (1) All M16 firers will complete an annual qualification consisting of a day record firing. All M9 firers will complete an annual qualification consisting of a day record fire. The unit will ensure a sufficient qualification rate of M16 and M9 firers to maintain that 90 percent of the command is qualified at any one time.

(2) Military Police (MP) Soldiers. MP soldiers must qualify twice a year with their assigned personal weapon (M9 or M16) on the MP Firearms Qualification Course as well as the Combat Pistol Qualification Course (AR 350-38, Table 5-46). All MP soldiers must complete shotgun instructional fire, while soldiers who carry a shotgun must complete qualification fire at least once a year per AR 350-38, Table 9-33.

4-6. Schools.

a. General. Institutional training is a critical resource, which has a key role in the training program of USAARMC. Soldiers grow professionally and personally by attending military schools. It is imperative that soldiers be allowed the opportunity to attend schools to further broaden their leadership skills and to increase their technical and tactical expertise.

b. G3/DPTM Schools/Scheduling Branch has overall responsibility for the military schools program on post. G3/DPTM Schools/Scheduling Branch is further responsible for planning, coordinating, and managing the installation Service School Program in order to support the training needs of the officer, enlisted, and civilian work force. Personnel requesting training deemed necessary by job description need only to submit a DA Form 4187 (Personnel Action) through their chain of command to G3/DPTM Schools/Scheduling Branch. All DA Form 4187 requests should be submitted 30 days before class date, or a memorandum of lateness signed by the first battalion commander in the soldier's chain of command must accompany the DA Form 4187.

c. Noncommissioned Officer (NCO) Schooling.

(1) The Noncommissioned Officer Education System (NCOES) is an integrated system of on-the-job experience combined with institutional and unit instruction to provide coordinated, job-related training for NCOs and specialists. It is the responsibility of all leaders to ensure that the "right" soldier receives the "right" training at the "right" time. If a soldier needs a deferment or cancellation for any reason, a DA Form 4187 with cause, must be submitted in a timely fashion. We must give the scheduling authority every opportunity to fill the seat with the next deserving authority.

(2) The Primary Leadership Development Course (PLDC) is a 4-week initial NCO Leadership Course. The PLDC emphasizes the duties, responsibilities, and authority of the NCO. The G3/DPTM Schools/ Scheduling Branch is responsible for managing the training allocations of quotas and monitoring the input for the on-post PLDC NCOA Regional Concept. Each battalion-sized element must maintain an Order of Merit List (OML) with the following course prerequisites:

(a) Soldier passes APFT within 6 months of course start.

(b) Soldier meets height/weight standards per AR 600-9.

(c) Soldier cannot have temporary medical profile that will limit participation in PLDC.

(d) Soldier has approval of commander.

(e) Soldier must be a specialist in a promotable status, or a sergeant who never completed PLDC.

(3) Soldiers competing for entrance to the Basic Noncommissioned Officers' Course (BNCOC) and the Advanced Noncommissioned Officers' Course (ANCOC) must be on the DA Level OML. All BNCOC OMLs are maintained and run at the DA level--the approval authority for all changes to OML.

(4) Each brigade will maintain an OML for the DA First Sergeants Course. The Post Command Sergeant Major (CSM) and G3/DPTM Sergeant Major will approve all quota changes.

4-7. Common Task Test (CTT).

a. The Common Task Test (CTT) is a performance-oriented test, designed to measure a soldier's proficiency on critical common tasks that support unit mission essential tasks. It is a mandatory, annual training requirement administered at the unit level. Proficiency on CTT tasks is the foundation of a unit's training program.

b. Mastery of these tasks requires a comprehensive plan to continually train on those critical combat skills that a trooper must instinctively perform. These skills are perishable and the NCOs are responsible to teach and train their soldiers with dedicated time provided by the chain of command. The goal of the USAARMC is to have all soldiers, private through sergeant first class, pass all prescribed CTT tasks annually. The goal for all soldiers is to pass with a first time "go" before the end of the FY.

4-8. Safety.

a. General. Safety must always be every soldier's number one priority. Safety briefings must be a daily occurrence and stressed during periods of high-risk training. No mission is more important than the safety of our soldiers.

b. References. AR 385-10.

c. Risk management is a process the commanders use to assist them in assessing and controlling the risks associated with any Army mission or operation. Leaders at all levels must be aware of how to integrate risk management into troop leading procedures when coordinating any mission.

d. Commanders must complete a risk management matrix before any mission. Extremely high-risk training requires the approval of the TRADOC Commanding General; high-risk training requires the approval of the USAARMC Commanding General; medium-risk training requires the approval of the unit commander (authority may be subdelegated to a lower level with the brigade/regimental commander's approval); and low-risk training requires the approval of the first-line leader. Training will be reengineered when the apparent risk becomes too high for effective training.

4-9. Noncommissioned Officer Development Program (NCODP).

a. General. The leadership training at the USAARMC can never be sustained without solid leader training programs. The Commanding General is overall responsible for the NCODP on Fort Knox.

b. The USAARMC Command Sergeant Major, MSC sergeants major, and first sergeants will ensure that each NCO receives at least 6 hours of training per quarter. Seventy five percent of this time will focus on warfighting skills and the remaining 25 percent should cover administrative subjects that directly affect NCOs.

4-10. Force Protection.

a. General. The Fort Knox force protection program is a command-directed program designed to protect soldiers, civilian employees, family members, facilities, and equipment in all locations and situations. The force protection program is the primary responsibility of all Fort Knox leadership and is accomplished through planned integration of physical security, information operations, protective services, law enforcement, and combating terrorism.

b. Commanders must incorporate force protection training in their daily activities and operations. They must ensure all Department of Defense (DOD) personnel deploying receive focused training on combating terrorism and force protection before deployment. AR and TRADOC Reg 525-13 cover Force Protection issues.

c. Force Protection Training. All unit personnel are required to complete level 1 training before traveling or deploying outside the 50 United States. Level 1 training is directed to provide individual awareness of force protection to soldiers, DA civilians, and family members. This training is conducted by the CONUS Replacement Center at Fort Benning before deployment.

d. Fort Knox will conduct force protection training exercises at least once per year.

4-11. Unit Readiness.

    a. General. Unit readiness is an Army-wide issue in today's smaller force. Soldiers are deployed to support peace-keeping operations as well as support for units already in training in remote places around the world. The soldiers' units are responsible to ensure that they are fully ready to deploy at anytime.

    b. The unit readiness reportable standards will be briefed quarterly during the QTB's Soldier Readiness Slide per AR 600-8-101.

4-12. Commander/First Sergeant Course.

    a. All commanders and first sergeants will be scheduled to attend the Commander/First Sergeant Course. Individuals will preferably attend the course before assuming command or a first sergeant position. Individuals must complete the course within 90 days of assuming their respective position.

    b. The status of this requirement will be briefed during the QTBs.

Chapter 5
Training Support

5-1. Purpose. This chapter establishes policy, procedures, and responsibilities for tasking subordinate commands and agencies on Fort Knox.

5-2. Applicability. This chapter applies to all installation staff offices, commanders of tenant units on Fort Knox, and Partners in Excellence. For the purpose of this chapter, a tasking is an action that requires commands or units to commit personnel, equipment, time, or funds to support training or activities of agencies outside of their operational control. Examples of taskings include training support augmentation to the Combat Training Centers, ceremonial speaker support, requests for personnel to set up for a change of command ceremony, requests for personnel to teach classes, and exercise support. Routine administrative staff actions (for example, coordinating regulations, submitting budgets, requesting comments to proposed policy, changing procedures) are not taskings.

5-3. Responsibilities.

    a. The G3/Director, DPTM will:

        (1) Serve as the executive agent for taskings on Fort Knox and within the Armor Center.

        (2) Review short-notice operational taskings and approve or recommend approval as appropriate.

    b. The Chief, Operations and Training (O&T) Division, G3/DPTM will:

        (1) Manage USAARMC and Fort Knox taskings.

        (2) Review all tasking requests. Approve tasking requests more than 84 days (T-12) before the required execution date and approve as appropriate.

        (3) Send late tasking requests (requests less than 84 days from required execution) through the Deputy G3/Director, DPTM to the appropriate authority for approval.

        (4) Evaluate operational taskings and make recommendations to the G3/Director, DPTM.

        (5) Plan, coordinate, and execute a monthly Tasking Review Conference.

    c. The G3/DPTM Support Branch will:

        (1) Review tasking request and assign a tasking number to each.

(2) Ensure tasking packets submitted by requestors are complete.

(3) Review and dispatch tasking messages for distribution after approval.

(4) Coordinate taskings with members of the installation and Garrison staff, according to staff areas of responsibility.

(5) Coordinate with USAARMC commands affected by the tasking and issue warning orders (e-mail messages) as appropriate.

(6) Plan, coordinate, and execute a weekly Tasking Review Meeting.

d. The Chief, Aviation Division, G3/DPTM will:

(1) Coordinate aviation requests.

(2) Ensure aviation requests comply with Army aviation regulations and TRADOC regulations before forwarding them to the G3/DPTM Support Branch.

e. The Public Affairs Officer, USAARMC and Fort Knox will:

(1) Coordinate requests for on-post visits from veterans groups and civic groups.

(2) Coordinate requests for off-post parade elements, static displays, and other public affairs-related support requests.

(3) Ensure that all requests from nongovernmental sources comply with Army public affairs policy and this regulation.

f. Commanders and directors of Partners in Excellence will:

(1) Provide personnel, administrative, and logistical support to activities conducting operations, training, or testing as directed by G3/DPTM.

(2) Designate a primary and alternate point of contact (POC) for all taskings for their unit/activity. Designate a central e-mail address for access by all tasking personnel.

(3) Notify G3/DPTM Support Branch of changes in the POC, office symbol, e-mail address, secure and unsecure fax numbers, and telephone number of the POC.

(4) Notify G3/DPTM Support Branch of taskings/requests for support to their unit/ directorate from non-Partners in Excellence and units outside of their chain of command where USAARMC is not an addressee on the tasking document.

(5) Forward all requests for personnel, administrative, and logistical support of a local nature to G3/DPTM Support Branch per paragraph 5-6 below.

g. Commanders and directors of USAARMC activities will:

(1) Provide personnel, administrative, and logistical support to activities conducting operations, training, or testing as directed by G3/DPTM.

(2) Designate a single POC for all taskings for their unit/activity. Designate a central e-mail address for access by all tasking personnel.

(3) Notify G3/DPTM Support Branch of changes in the POC, office symbol, e-mail address, secure and unsecure fax numbers, and telephone number of the POC.

(4) Comply with AR 614-11 before tasking. Ensure that selected personnel meet all requirements of the position(s) to be supported/filled, and that those selected best represent the installation and US Army. Be prepared to replace all soldiers unqualified for the task.

(5) Establish procedures for advance notification to personnel selected to perform temporary duty (TDY) or temporary change of station (TCS) away from their home station. The ideal advance notification time is 90 days before the TDY/TCS report date. This will give the selected soldier adequate advance notice of the TDY/TCS and sufficient time to obtain a passport if one is required.

(6) Notify G3/DPTM Support Branch of taskings/requests for support to their unit/ directorate from non-Fort Knox Partners in Excellence where USAARMC is not an addressee on the tasking document. NOTICE: Units/activities that fail to notify G3/DPTM of non-USAARMC taskings/requests for support will not receive proper consideration for their depleted resources.

(7) Ensure each soldier selected for outside continental United States (OCONUS) TDY/ TCS receives soldier readiness processing through the Personnel Service Center. Soldiers must be stabilized per AR 614-5 and, if eligible, apply for foreign language pay per AR 611-6.

5-4. Tasking Authority.

a. Tasking Authority. Within the USAARMC, the G3/DPTM has tasking authority. Commanders of USAARMC commands and directors/chiefs of installation and garrison staff offices must send requests for external support through command channels to the Chief, O&T Division, G3/DPTM, for approval. Units are not authorized to task other units outside their command.

b. Major Subordinate Commands. Major subordinate commanders and O-6 level directorates are authorized to issue internal directives and taskings to units under their command and responsibility. Because these are considered internal operations within these commands, the MSC commander or director is the approving authority for late taskings within his own command and area of responsibility.

c. Force Development. All Army experimentation (Advanced Concept Technology Demonstrations, Advanced Warfighting Experiments, Battle Lab Experiments, and Concept Experimentation Program Experiments) and DA 5-Year Test Program (Operational and Developmental Tests and Force Development Test and Experimentation (FDTE) Tests) tasking requests for manpower, equipment support, and/or installation support will be coordinated through HQ TRADOC (ATCD-RP).

5-5. Tasking Responsibility.

a. G3/DPTM Support Branch, O&T Division. Requests for support that do not arrive at the G3/DPTM Support Branch at least 84 days (T-12) before the required date of execution are late requests. For late requests (under T-12), G3/DPTM Support Branch will provide a verbal warning order to subordinate commands and directorates for planning as soon as a requirement has been identified for them. An e-mail warning order will follow the verbal warning order. G3/DPTM Support Branch will also notify the requestor that the warning order has been sent, and then will prepare the tasking packet for approval. Once the appropriate approval for the tasking has been obtained, G3/DPTM Support Branch will fax the tasking packet and provide a hard copy to the tasked subordinate unit/agency via normal distribution. Once the tasking packet is approved and issued to the supporting command or directorate, direct coordination is authorized and encouraged between the two. The G3/DPTM Support Branch will not act as the "middle-man," but instead will act as the mediator if problems exist.

b. Public Affairs Office. The Public Affairs Office will ensure that all requests from civilian agencies are legal and feasible per the responsibilities outlined in chapter 1 of this regulation. If the post cannot support a request from a nongovernmental source, the Public Affairs Office will make the notification.

c. Tasked Unit/Agency. Once a unit is tasked and has received the mission, then the ultimate responsibility for providing the requested support falls upon that command. Units will notify the G3/DPTM Support Branch if the tasking cannot be supported, by the suspense date. Failure to formally request relief by the suspense date may automatically place the subordinate unit under obligation to perform the tasking. Failing to conduct a tasking, failure to effect proper coordination to execute the tasking, or breaking suspense dates is unacceptable and could result in official notice of these failures being sent to the command group. Subordinate units will report to G3/DPTM Support Branch once mission is complete through an informal memorandum or e-mail with the S-3 signature block. Soldiers placed on detail in support of taskings are considered OPCON to the requesting agency/unit during the specified duration of the tasking, or specific task to be preformed is accomplished.

d. Requesting Agencies/Units. Requestors of external support are responsible for coordinating tasking actions once the supporting unit has been identified and tasked by G3/DPTM. They must also coordinate diligently with the G3/DPTM Support Branch for proper handling of the request. The requestor will coordinate with the task unit/agency until both parties are satisfied and synchronized. Requesting agencies and units will assume operational control of all soldiers tasked to support them for the specified duration of the tasking, or specific task to be performed is accomplished.

5-6. Tasking Procedures. Tasking packets issued by the G3/DPTM O&T Division will include the following.

a. Tasking sources should address the following Fort Knox-based requests as follows:

(1) Non-tenant organizations requiring training resources and logistical support at Fort Knox, to include non-tenant AC units, National Guard Annual Training (AT), Army/US Marine Corps Reserves, Inactive Duty Training (IDT), all Reserve Officer Training Corps (ROTC), Junior ROTC, and Canadian military units, will submit a FK (Fort Knox) Form 3663-E to the below address. See appendix B (USAARMC Scheduling Process Requirements) and appendix D (Reserve Component Support Requests) of Fort Knox Reg 350-1.

Commander
US Army Armor Center and Fort Knox
ATTN: ATZK-PTO-B
Fort Knox, KY 40121-5000

(2) Annual training (AT) division evaluators:

Commander
4th Brigade, 85th Division (Training Support)
ATTN: AFKR-TIL-DA
Fort Knox, KY 40121

(3) Displays/equipment, ceremonial or musical units, and personnel for public affairs events:

Commander
US Army Armor Center and Fort Knox
ATTN: ATZK-PAO
Fort Knox, KY 40121-5000

(4) Casualty Assistance and/or Funeral Details: During normal duty hours, contact Casualty Assistance Office, Adjutant General at Fort Knox, civilian telephone number (502) 624-3267/6051 (DSN 464-3267/6051) or after duty hours, Fort Knox Staff Duty NCO at (502) 624-4481/4421 (DSN 464-4481/4421).

b. USAARMC units/activities may request, but not task for support, from other USAARMC units/activities and Fort Knox tenants. Address requests directly to the unit from which support is requested and copy furnish G3/DPTM.

c. Individual personnel taskings received from G3/DPTM apply to USAARMC/Fort Knox tenant assets only. Units/activities may not use assets that belong to another TRADOC activity/MACOM to fill USAARMC taskings. Conversely, USAARMC assets will not be used to fill individual personnel taskings of another TRADOC activity/MACOM without prior coordination with G3/DPTM. Assets belonging to non-USAARMC Fort Knox tenants may be tasked by G3/DPTM only to provide on-post, sub-installation, local community support, or activities directed by ARs. These taskings include:

(1) Casualty Assistance

(2) Military Medical Review Board (MMRB)

(3) Article 32, 15-6 Investigations, Article 39 Claims, Line of Duty Investigations

(4) Installation Review Board for Officer Candidate School

(5) Next of Kin Casualty Assistance Notification

(6) Court-Martial Duty

d. Screening Criteria. G3/DPTM Support Branch will screen all requests. The following screening criteria will be used as staffing tools:

(1) Legality. Is the request legal? Does the request meet all Army regulations? Has the Staff Judge Advocate approved this request if legal issues are unknown? If request is legal, then continue to next screening criteria. If not legal then request will be denied.

(2) Feasibility. Can the request be supported? What impacts does the request have on soldier training and time (weekend/holiday)? Does it conflict with the CG's policies or guidance? Does it conflict with the installation master calendar of training and events? What part of the request can be supported and what cannot be supported? If the request does not meet the CG's guidance or policies then it should be denied.

(3) Importance. How important is this request? Is this request mission essential or part of a larger mission? Does it meet the CG's guidance? What impacts does this request have if it cannot be supported?

(4) Timeliness. Is this request on time? Is it a T-12, T-8, or T-6 violation? What impacts will this request have on soldier training and time? Is this request too short notice to accomplish?

e. Tasking Memorandum and Requests. Requests for support and the tasking memorandum issued by G3/DPTM, will begin with a short summary that discusses the who, what, where, when, and why of the tasking. The remainder of the request or memorandum will include at least the following information:

(1) Units that are being tasked.

(2) Support being requested. This information must be specific (for example, ranks, MOSs, and number of soldiers).

(3) Start and end date time groups or duration of the support requested.

(4) Location where the support is needed.

(5) Reason for the support.

(6) Funding information, if applicable (list fund cite POC and telephone number of the unit paying for the support).

(7) Requesting unit POC, rank, name, and telephone number.

(8) Statement requesting or authorizing direct coordination.

(9) Special instructions. Include information on any special pre-deployment training requirements, quarters and rations arrangement, uniforms and equipment needed, transportation arrangements (including rental car authorization and OCONUS group travel arrangements), medical requirements, passport and country clearance requirements, and arrangements made for expeditious processing of passports, visas, and country clearances. Also include any other information that will enable the soldier(s) to complete the TDY/TCS orders and make travel and personal arrangements.

(10) When issuing taskings, G3/DPTM will provide the tasked unit a copy of the document that generated, or justifies, the tasking. For late taskings, the tasking memorandum will include the statement "This late tasker has been approved by _____."

f. Tasking Release Authority. The only authorized releasers of tasking messages, depending on the lateness of the tasking request, are the Chief, O&T Division; the Deputy G3/Director, DPTM; the G3/Director, DPTM; the Chief of Staff (CofS), USAARMC and Fort Knox; and the CG, USAARMC and Fort Knox.

g. Tasking Packet. Tasking packets will be prepared by the G3/DPTM Support Branch and sent down through command channels. Packets will include original request for support, tasking tracking cover, and G3/DPTM official tasking memorandum. Packets are color-coded based on suspense date.

   (1) White -Tasking is not in violation of T-12 time constraint.

   (2) Yellow -Tasking is in violation of T-12 time constraint at the time of tasking.

   (3) Red/Pink -Tasking is in violation of T-6 time constraint at the time of tasking.

5-7. Late Tasking Procedures.

a. Late Tasking Requests. Late tasking requests are those received by the O&T Division, G3/DPTM, less than T-12 (84 days) prior to the required execution date. Late taskings disrupt the tasked unit. All requestors of support, especially subordinate commands and tenant units, are requested to take necessary steps to prevent late-tasking requests on Fort Knox.

b. Approving Authorities. Approving authority for late tasking requests are as follows:

   (1) Late tasking requests received 45 days (under T-6), or less, before the required execution date require approval from the CG, USAARMC and Fort Knox.

   (2) Late tasking requests received 46 (T-6) to 55 days (T-8) before the required execution date requires approval from the CofS, USAARMC and Fort Knox; or the DCG, USAARMC and Fort Knox.

   (3) Late tasking requests received 56 days (T-8) to 90 days (T-12) before the execution date require approval from the G3/Director, DPTM, or the Deputy G3/Director, DPTM.

   (4) Late tasking requests generated by the Public Affairs Office will obtain CofS approval before submission to the G3/DPTM.

c. Processing. Within 24 hours after receipt of a late tasking request, the G3/DPTM Support Branch will publish a written warning order to applicable units and forward the late tasking request to the Chief, O&T Division to obtain the appropriate approving authority. Upon receipt, commanders have 48 hours to reclama the tasking to the G3/DPTM or the unit will be obligated to fill the tasking.

d. Memorandum of Lateness. Late tasking requests submitted to the G3/DPTM Support Branch must include a memorandum of lateness addressing the reason for the late request and the effect on the requesting unit if the support is not approved. For requests requiring approval of the CG, DCG, CofS, or G3, a full colonel in the chain of command must sign the memorandum of lateness. Requests from separate units require a memorandum of lateness signed by the highest-ranking commanding/responsible officer and will state in the memorandum why it is not possible for a full colonel to approve the request.

e. Operational Taskings. Operational taskings are exempt from the letter of lateness requirement and the 90-day (T-12) request deadline. Operational taskings require an agency or unit to support operations, contingency missions, or missions related to the organizational design of the agency, unit, or personnel (for example, individuals or units performing tasks within the range of their mission or MOS capabilities). Operational taskings require agencies or units to commit personnel, equipment, time, or funds in support of the designated mission. Examples of operational taskings include requests for an explosive dog detail to check an area before a distinguished visitor visit, driver and escort taskings for distinguished visitor visits, military police escorts for a convoy, equipment support for search and rescue operations, and funeral detail support.

f. Modifications and Corrections to Taskings. Once the appropriate authority has approved a tasking, the Chief, O&T Division, may sign changes to the tasking. This will only be done for minor modifications to the tasking that do not significantly change the original tasking. Examples would include change report dates to a later date or time, or deleting requirements. Major changes to approved taskings that result in T-12, or great, violations must be processed and approved per paragraph 5-7b and 5-7d above. Examples of major changes are increases in the number of personnel or equipment tasked, or changes in dates and times that are earlier than the original tasking.

5-8. Requests for Support.

a. Requesting Tasking Support.

(1) Tasking requests will be submitted to Chief, O&T Division, G3/DPTM, ATTN: ATZK-PTO-B.

(2) The Chief, Support Branch, G3/DPTM will validate requests to prevent multiple taskings for the same support. Tasking NCOs will prepare the tasking request packet for approval by the appropriate approval authority.

(3) USAARMC Commanders and Directors and Partners in Excellence will:

(a) Use internal assets before requesting assistance from external organizations.

(b) Ensure the tasking is necessary to meet mission requirements and is not merely a convenience for the requesting unit.

(c) Prepare and review the tasking request for accuracy and compliance with appropriate regulations before sending it to the Chief, O&T Division.

(d) Include in the tasking request at least the information listed in paragraph 5-6e.

(e) If the tasking request is late, state the reason for the lateness and the effect denial of the request will have. A full colonel in the requesting unit chain of command must approve and sign late tasking requests. Requests from separate units require a memorandum of lateness signed by the highest-ranking commanding/responsible officer and will state in the memorandum why it is not possible for a full colonel to approve the request.

b. External Active Duty DOD, RC, National Guard, and foreign units. All units external to Fort Knox are required to initiate their requests for support through the Reserve Component Support Section (RCSS), Support Branch, O&T Division, G3/DPTM.

c. Reserve Officers' Training Corps (ROTC). All ROTC requests that require equipment, billeting, and food services must be initiated through RCSS. If an ROTC unit is requesting a post visit; i.e., cadet/staff rides, then they must submit their requests through the G3/DPTM Support Branch.

d. Total Army Involvement Recruiting (TAIR). All TAIR requests must be submitted NLT 12 weeks before the event and comply with the provisions of this regulation. During the winter season, USAREC will authorize air-travel when soldiers are required to travel over 120 miles, due to safety reasons. During all other seasons, USAREC will authorize air travel for missions over 240 miles.

e. Protocol. All protocol missions and requests will be directed to the Chief, Protocol Office for determination of validity. Protocol will then notify G3/DPTM Support Branch of the tasking. When requesting support, Protocol will provide G3/DPTM Support Branch with the tentative itinerary of the visitor and the primary purpose of the visit. This information is required to ensure the correct command is tasked to provide escorts and drivers. Taskings in support of Protocol missions are considered operational taskings.

f. Medical Support Requests. Requests for medics and field ambulances will be processed on a case-by-case basis. The Fort Knox range regulation states that a medic with an actual field ambulance is required on site only during a live fire exercise with munitions of 50-caliber or greater. This includes demolitions and test of any kind. Ranges firing munitions smaller than 50-caliber only require a combat lifesaver with a dedicated vehicle evacuation vehicle.

All units, including ROTC detachments, are encouraged to qualify as many personnel as possible as combat-lifesavers. This training is available through Fort Knox. Contact 16th Cavalry Regiment's Medical Platoon for details at (502) 624-3256/1988. All ranges must dedicate some kind of vehicle capable of transporting at least two litter patients. When using combat lifesavers, aid bags must be present and complete. Waterborne operations require a Red Cross or Army certified Life Guard.

g. Troop Billeting Requests. All billeting requests will be processed through RCSS. RCSS will determine availability of billeting and assign it per established priorities and availability. When requesting troop billeting, units agree to take supervisory and direct responsibility for the facilities per AR 735-5. Section II, paragraph 2-8, subparagraph 3 of AR 735-5, states it will be the attaining unit's obligation to ensure all government property for which is signed for is properly used and cared for, and that proper custody and safekeeping are provided. The requesting unit will be held accountable for all government property within and around the vicinity of the building, and any other associated equipment. Civilian agencies may incur charges for use of billeting. Units and agencies will be billed for damages.

h. Food Services Requests. Fort Knox cannot provide free meals to nonfederal private organizations. Meals and dining facility support may be requested but not guaranteed. Private organizations wishing to use the Fort Knox Post Dining Facility must send a request for support with the number of meals, type, and personnel well in advance in order to give the dining facility time to prepare food. Note that these meals will be charged to the organization or individuals eating in the facility. All requests must be submitted within 12 weeks of execution in order to properly procure and account for food.

i. Bus Requests. Fort Knox cannot provide in-and-around post transportation to private organizations unless authorized by the Transportation Section. It is against Army regulations for Fort Knox to provide "guided bus tours" for private organizations. For specific regulations and questions, contact the Fort Knox Transportation Section at (502) 624-1826. Bus transportation will usually be provided during post-sponsored events when multiple locations must be visited.

5-9. Recurring Taskings. Recurring taskings (for example Joint Task Force-Bravo support) will not continue beyond 1 year without review from the requesting headquarters and a formal request for renewal.

5-10. Funding.

a. Funding issues must be coordinated before tasking events. The requesting unit usually will provide the fund cite (for example, band support). If the requesting unit cannot provide the fund cite, a statement of justification signed by the unit resource management officer is required. G3/DPTM will review these requests individually and determine funding responsibilities.

b. The resource management POC name and telephone number for the unit of agency providing the funding will be included in the funding request POC line of the request for support.

c. When applicable, a copy of the tasker will be provided to the unit or agency providing the funding or life support arrangements.

d. On receipt of a tasking, tasked units will begin coordination with the appropriate resource management POC to obtain funding information or documentation. Funding and financial concerns should be addressed to the POC of the requesting organization.

e. Tasked organizations that do not receive an approved fund cite within 10 days before required execution will contact G3/DPTM Support Branch immediately.

f. Failure to secure the required funding at least 5 days before required execution will result in a recommendation to end the support. The approving authority will decide if support should be ended.

5-11. Band Requests.

a. Operations Branch, O&T Division, G3/DPTM is the coordinating agency with the G3/DPTM for band support requests. Operations Branch will obtain a legal review from the Office of the Staff Judge Advocate, USAARMC and Fort Knox, on requests for band support from local organizations if the requested support does not appear to be authorized by AR 220-90.

b. Requests from local off-post organizations will not be accepted for performances on US Federal holidays. Exceptions to policy may be requested on an individual basis through the CofS, USAARMC and Fort Knox.

5-12. Tasked Units.

a. Designate a tasking OIC and NCOIC to manage taskings from G3/DPTM. Provide POC information to G3/DPTM Support Branch.

b. Acknowledge receipt of taskings and mission orders from HQ, USAARMC and Fort Knox.

c. Perform the tasked support requirements.

d. Submit requests for relief to the Chief, O&T Division NLT than the suspense date on the tasking, or within 7 days of receipt. Whichever date is the shortest.

5-13. Requests for Relief.

a. Tasked units must submit requests for relief of taskings NLT than the suspense date on the tasking, or within 7 days of receipt. Whichever date is the shortest.

b. Units will send requests for relief to the Chief, O&T Division (ATTN: ATZK-PTO) in writing. The tasked unit is responsible for ensuring that the request for relief is received by the suspense date. Failure to request relief before the suspense date constitutes acceptance of the tasking. Requests for relief will be forwarded to the appropriate approval authority for decision.

c. Request for relief must be per TRADOC Reg 614-11, 26 Jan 99, Tasking Support Procedures for Active Component Installations and Activities, paragraph 6g, to include number of requested personal authorized, current number assigned, and any other pertinent information to support your request. Identify soldiers to fill the tasking at the same time the request for relief is sent. Standard name lines are due by the suspense date, even if a request for relief is submitted. Units are required to continue all planning and preparation to provide the requested support pending G3/DPTM decision/action on their request for relief.

d. After receiving a request for relief, the G3/DPTM will formally reply to the tasked unit within 7 consecutive days. Initial reply by e-mail is acceptable, but a memorandum must be sent through command channels to the tasked unit.

5-14. Requests for Exemption. Subordinate units recognizing valid tasking exemptions should forward a formal memorandum of exemption to G3/DPTM Support Branch.

a. The memorandum of exemption is based on one of two sources, either a TRADOC, DA, or USAARMC regulatory restriction, or an operational constraint that prohibits the organization from accomplishing its primary mission and certain taskings simultaneously. Memorandums of exemption must include detailed strength information such as authorized and assigned strengths, copies of pertinent regulation, and/or information relating to the mission explaining why the importance of the specific number of soldiers and/or specialties.

b. The organization's operations officer must sign memorandums of exemption. Verification of the memorandum will exempt the critical ranks, specialties, and critical strength levels from the organization's recognized strength. Lengthy exemptions are seldom granted based on position alone without regulatory guidance.

5-15. Tasking Review Conference.

a. Purpose. The purpose of the Tasking Review Conference (TRC) is to identify and review tasking requirements out to 180 days. This review will help USAARMC minimize disruption.

b. General.

(1) Requirements in this chapter compliment the tasking procedures directed by the basic regulation. This chapter applies to USAARMC commands and directorates that request tasking support through the office of the Chief, O&T Division, G3/DPTM, or fill tasking support requests from HQ, USAARMC and Fort Knox.

(2) The TRC is held monthly (depending on availability of resources) and is chaired by the Chief, O&T Division, G3/DPTM; or a designated representative. The goal of the TRC is to eliminate late tasking requests received by the G3/DPTM, USAARMC and Fort Knox.

(3) The TRC is not a main forum for discussing tasking issues involving operational missions. Representatives from the G3/DPTM Operations Branch, Support Branch, and the Mobilization and Plans Division will attend the conference.

c. Conducting the TRC.

(1) The TRC will be conducted at about the same time every month. The conference will last no more than 1 hour. The Chief, O&T Division may modify the agenda as necessary.

(2) During the TRC, representatives from the USAARMC commands, directorates, and Partners in Excellence will brief their tasking support requirements from the Installation by month and event out to 180 days.

(a) The intent of the briefing is to accurately identify events and determine what external support is required.

(b) The USAARMC Master Training Activities Calendar should be used as a guide.

(c) Briefing tasking support requirements does not meet the requirement to prepare and submit formal tasking requests to G3/DPTM Support Branch.

(3) The Chief, Support Branch, G3/DPTM will consolidate tasking requests and publish a tasker tracking spreadsheet twice a month that shows the status of each known tasking request issued by G3/DPTM. The spreadsheet will be distributed on the second and fourth Fridays of the month. USAARMC commands and directorates will review their portions of the spreadsheet and submit changes to G3/DPTM Support Branch.

d. Participants.

(1) The following commands will participate in the monthly TRC:

(a) US Army Armor School

(b) 16th Cavalry Regiment

(c) 1st Armor Training Brigade

(d) US Army Noncommissioned Officers Academy

(e) Directorate of Force Development

(f) Directorate of Training and Doctrine Development

(g) Garrison Command

(h) US Army Recruiting Command

(2) The following Fort Knox commands and directorates will send representatives to the monthly TRC:

(a) Directorate of Information Management

(b) Directorate of Base Operations Support

(c) Directorate of Resource Management

(d) US Army Medical Department Activity

(e) US Army Dental Activity

(f) 4th Brigade, 85th Division (TS)

(g) 2^d Region, Reserve Officer Training Corps

Chapter 6
Operations

6-1. Ceremonies. G3/DPTM Operations Branch is responsible for planning, organizing, and executing post-level events. These include among others: Post Memorial Day Ceremony, Salute to the Nation Ceremony, Post Organizational Day, Post Monthly Retirement Ceremony, and the Soldier Recognition Ceremony. In addition, G3/DPTM Operations Branch is available to provide technical assistance regarding ceremonies to brigade-level units and below. These units remain overall responsible for the planning and conduct, but G3/DPTM Operations Branch can assist.

6-2. 113th U.S. Army Band (Dragoons). All requests for the band must come through G3/DPTM Operations Branch. All requests must be in a memorandum format and addressed to the Chief of Operations Branch. Requests must be received at least 5 weeks before the scheduled date. Requests under T-5 must be signed by the first O-6 in the chain of command and will be forwarded through appropriate channels to the Chief of Staff, USAARMC and Fort Knox for approval/disapproval.

6-3. Veteran Organizations. All veteran organizations must submit a written request to the Fort Knox Public Affairs Office (PAO) at least 12 weeks before the desired date. Requests under T-12 must be approved by the Chief of O&T Division, G3/DPTM. Veteran organizations will fall under three categories:

a. Category I - Armored division and armored cavalry/armor regiment associations with a stone/monument in the Armor Memorial Park (or the intent to emplace one).

(1) A memorial ceremony (e.g., chaplain, lieutenant colonel host, band, color guard, chair detail, and public address system).

(2) Tours of the post and Patton Museum.

(3) Lunch at the Armor Inn or the Brick Mess.

b. Category II - Army units below regimental level with a stone in the Armor Memorial Park (or the intent to emplace one).

(1) A memorial ceremony (e.g., chaplain, major host, taped music, bugler, pre-posted colors, chair detail, and public address system).

(2) Tours of the post and the Patton Museum.

(3) Lunch at the Armor Inn or the Brick Mess.

c. Category III - Army units without stone in the Armor Memorial Park or non-Army units (e.g., Navy, Air Force, federal agencies, etc.)

(1) Lunch at the Armor Inn or Brick Mess.

(2) Tours of the post and Patton Museum.

6-4. Total Army Involvement in Recruiting (TAIR). All requests for TAIR support will have an endorsement from the United States Army Recruiting Command (USAREC) battalion and brigade commanders. Request will be per the Fort Knox 12-week request policy.

Chapter 7
Force Modernization

7-1. Purpose. To provide Fort Knox policies and responsibilities for administrative processing of materiel fielding documents from Army materiel developers (MATDEV) when Fort Knox is the gaining activity. G3/DPTM Force Integration Branch (ATZK-PTO-F) provides staff responsibility and supervision for the administration of force integration/modernization for Fort Knox (less Fort Knox Partners in Excellence). The Chief, Force Integration Branch is Fort Knox's force integrator and central POC for materiel fielding, materiel release, and associated total package fieldings (TPFs) at Fort Knox.

7-2. Responsibilities.

a. The Force Integration Branch participates, monitors, and coordinates the actions required in the life cycle system management (LCSM) for new systems or equipment in the areas of basis-of-issue plans (BOIPs), tables of distribution and allowances (TDA), modification table of organization and equipment (MTOE), materiel requirements list (MRL), mission support plans (MSPs), materiel fielding plans (MFPs), memorandums of understanding (MOUs), memorandums of agreements (MOAs), and new equipment training plans (NETPs).

b. Provides force integration interface between installation units/directorates and outside agencies/organizations; i.e., TRADOC, U.S. Forces Command (FORSCOM), all Fort Knox Partners in Excellence, U.S. Army Materiel Command (AMC), Project Managers (PMs), Fielding Commands (FCs), and Headquarters DA.

c. Represents the installation at meetings and conferences that relate to force integration/modernization.

d. Plans, organizes, and conducts meetings on materiel fielding, structural change planning, and other force integration issues affecting Fort Knox.

e. Prepares information, position, and staff papers for major materiel briefings and program reviews.

f. Prepares and coordinates milestone schedules and working group meetings for the fielding of future materiel.

g. Reviews, evaluates, and comments on requirement documents and associated materiel being fielded at Fort Knox.

h. Hosts new materiel in-briefings (NMIBs) and information briefings presented by materiel developers and industrial representatives for the purpose of keeping installation current with ongoing development programs.

i. Coordinates equipment requirements with Fort Knox's units/directorates.

j. Coordinates and resolves issues relative to the fielding of equipment and the using unit/organization.

k. Provides support to all Fort Knox units for BOIP and TPF.

l. Advises G3/DPTM on issues concerning equipment redistribution on the installation.

7-3. Requirements Documents. Basis-of-issue plans are requirement documents used in planning for each new or improved item of equipment. This is the first step in getting equipment requirements documented. Basis-of-issue plans are received by Force Integration Branch for coordination and staffing with Fort Knox's using units/directorates (less Fort Knox Partners in Excellence) to ensure TDA organizations are included in proposed distribution of new materiel. Using units/directorates should respond to BOIP suspense date to Force Integration Branch (ATZK-PTO-F).

7-4. Equipment Authorization in Table of Distribution and Allowances (TDA). Manpower and Equipment Documentation Division (ATZK-RMD), Directorate of Resource Management (DRM) is responsible for equipment documentation in TDA. Using units/directorates will submit a DA Form 4610-R (Equipment Changes in MTOE/TDA) to change TDA authorizations to Manpower and Equipment Documentation Division (ATZK-RMD), DRM. DRM will coordinate with Force Integration Branch (ATZK-PTO-F) to ensure unit's requests for changes to TDA match the equipment authorized on BOIP or POI.

7-5. Fielding Point of Contact (POC). Each Fort Knox unit/directorate (less Fort Knox Partners in Excellence) that is fielded equipment, will designate a POC for materiel fieldings, and provide name, office symbol, e-mail address, facsimile, and telephone number to the Force Integration Branch, ATTN: ATZK-PTO-F. Telephone number is 624-2792/2791; facsimile number is 624-3690.

7-6. Fielding Priority. Force Integration Branch establishes fielding priority for Fort Knox units using DA Master Priority List (DAMPL), training POI, and unit requirements.

7-7. Total Package Fielding (TPF). Total Package Fielding is the Army's standard materiel fielding process designed to provide Army materiel systems to the using units as a total package. The FC (Program Executive Office (PEO)/PM), rather than the gaining activity (Force Integration Branch), budgets for and orders the new system and most of its initial issue support. The end item requirements for any system fielding are determined by the approved BOIP that have been applied to the using unit's MTOE/TDA. The end items requirements must be reflected in the authorization document of the using unit before the fielding command can submit a requisition. The FC will requisition the following classes of supply to support TPF:

a. Class 2 and 7 end items.

b. Class 3 petroleum products and chemicals (packaged). Using units will requisition Class 3 petroleum products and chemicals (bulk).

c. Class 4 construction materiel.

d. Class 9 spare/repair parts, kits, and assemblies.

Actions needed to accomplish TPF will vary based on the system complexity and TPF category of fielding. Force Integration Branch will coordinate all actions between the fielding command and Fort Knox's using units.

7-8. Procedures.

a. The fielding process officially begins with a materiel fielding Memorandum of Notification (MON) from a materiel developer (referred to as the FC) to a gaining major Army command (MACOM) or installation gaining activity – Fort Knox Force Integration Branch. Force Integration Branch provides advance information to using units to plan for materiel fielding.

b. The FC will provide a MRL coordination package to Force Integration Branch 240 days before first unit equipped date (FUED) and at least 30 days before any scheduled MRL coordination meeting. Force Integration Branch will coordinate all actions between the FC and Fort Knox's using units/directorates installation-wide (except Fort Knox Partners in Excellence).

c. The FC and Force Integration Branch will coordinate with Fort Knox's using units to hand off the primary materiel system and its support package that includes the following:

(1) The primary system including all component end items and associated basic issue items (BII).

(2) Associated support items of equipment (ASIOE) and associated BII.

(3) Test measurement and diagnostic equipment (TMDE) including automatic test equipment (ATE) and test program sets (TPS).

(4) Computed/authorized initial issue spare/repair parts.

(5) A starter set of equipment technical publications. The using units will requisition any additional copies required.

d. Turn-In of Displaced Equipment.

(1) The FC provides acceptance criteria for displaced equipment to Force Integration Branch. Force Integration Branch advises using units the acceptance criteria for displaced equipment. Force Integration Branch will coordinate with Directorate of Base Operations Support (DBOS) personnel, FC, PM, and using units/directorates to ensure equipment is brought to the acceptance criteria specified by the FC or PM. Force Integration Branch coordinates with FC to arrange for the PM Inspection Team to perform the acceptance inspection of the displaced equipment.

(2) Using units will return equipment to the acceptance criteria established by the PM. Coordinate turn-in of equipment with Equipment Maintenance Division (ATZK-OSM), Supply Division (ATZK-OSS), and Property Accountability Branch, DBOS.

7-9. Stationing Meeting. G3/DPTM hosts a quarterly (or on an as-needed basis) Installation Stationing Meeting to review and resolve stationing issues. Force Integration Branch (ATZK-PTO-F) coordinates with the Scheduling Panel to schedule the meeting, and provide administrative and logistical support to the G3/DPTM. Additional information pertaining to the Stationing Meeting may be obtained from the Chief, Force Integration Branch, O&T Division, G3/DPTM at 624-2792/2791.

7-10. Base Realignment and Closure (BRAC). G3/DPTM Force Integration Branch serves as the directorate POC for BRAC actions. DRM is the Fort Knox POC for Installation BRAC actions.

FOR THE COMMANDER:
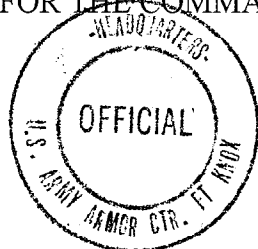
OFFICIAL:
GEORGE EDWARDS
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ROBERT L. BROOKS
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Appendix A
Preparation of Training Briefs (Quarterly Training Brief (QTB)/Semiannual Training Brief (SATB))

A-1. Purpose. This appendix provides guidance for the conduct of QTBs and SATBs at the USAARMC.

A-2. General. The QTBs will be scheduled each quarter; the SATBs will be scheduled in the 2d and 4th quarters and focus on training assessment and assessment planning. The QTBs/SATBs will provide the Commanding General and the command group an update on subordinate command's current training status; ensure the Commanding General's training direction is adhered to; and chart the subordinate command's training endeavors for the next 13/26 weeks. The QTBs/SATBs provide the critical link and forum where the Commanding General/command group forge a binding training contract. This contract establishes priorities, ensures unity of effort, and synchronizes actions to achieve quality training and efficient resourcing.

A-3. Reference. FM 25-101, Chapter 3.

A-4. Specific.

   a. The QTBs will be scheduled every quarter for the following units: 1st Armor Training Brigade, 16th Cavalry Regiment, NCO Academy, and Garrison Command (HQ and LEC). The SATBs will be scheduled in the 2d and 4th quarter for the Directorate of Training and Doctrine Development (DTDD) and Directorate of Force Development (DFD).

   b. The QTBs will not be scheduled earlier than 2 to 3 weeks after receipt of the MTAC and ACTG. The QTB windows occur on the following timelines: 1st quarter QTB NLT 1 June; 2d quarter QTB/SATB NLT 1 September; 3d quarter QTB NLT 1 December; 4th quarter QTB/SATB NLT 1 March. Garrison's QPR will be held after all units have given their respective QTBs between week 6 and 8 after previous quarter ends.

   c. The QTBs/SATBs will be planned for 2 hours and will last no longer than 2 ½ hours.

   d. The MSC commander should be present at the QTB/SATB. When possible, QTBs/SATBs will not conflict with the Commanding General's schedule. If this is not possible, the QTB/SATB will instead be scheduled with the Deputy Commanding General or the USAARMC Chief of Staff.

   e. In the preparation of the QTB/SATB the unit must address the level of effort required for organizational improvement. Charts showing measures (metrics) should dictate meaningful information and relate to mission-accomplishment. Charts should include:

A-1

(1) Trends for 3 to 5 years or for at least 6 training cycles.

(2) A goal for the measure. Data without a goal or comparison are meaningless, even if others are expected to know goals and desired levels of performance for each measure.

(3) Comparative statistics. Comparative statistics can be benchmarks or competitive comparisons. A benchmark is a comparison to "best in class." Comparisons can be made to TRADOC averages, Army averages, to other military schools, etc.

(4) A standardized format using a line chart with data points along the Y-axis and time (training cycles, quarters, years) along the X-axis. Goals and comparisons could be shown as separate lines and annotated as such.

The charts showing measures are not required in the brief; rather, these charts should be found in the courtesy read-ahead packet provided to the command group and primary staff. Read-ahead slides of QTB will be provided to primary staff NLT 72 hours before the QTB/SATB.

f. The MSC commanders will prepare their QTBs per the briefing formats provided with the NCO Academy completing the brigade level slides and selected battalion level slides. All slides will be in the courtesy read-ahead packet with subordinate commands choosing which slides to brief the post leadership.

REGIMENTAL/BRIGADE BRIEF

SLIDE 1   Regimental/Brigade Commander and CSM (no instructions required (NIR))

SLIDE 2   Regimental/Brigade Mission (give unit's mission)

SLIDE 3   Higher Guidance (directives by higher headquarters that impact on the training plan)

SLIDE 4   Commander's Assessment of Training Objectives (to include objectives/events and assessment for the last quarter)

SLIDE 5   Commander's Mission Essential Task List (METL) Assessment (METL tasks, a corresponding assessment for each task for the last, current, and upcoming quarter using T, P, U (exclude + or -), and the strategy to improve or sustain proficiency (send subtasks in read-ahead)

SLIDE 6   Commander's Guidance for Upcoming Quarter (derived from ACTG and QTG)

SLIDE 7   Equipment Fielding (current and future)

SLIDE 8   Upcoming Quarter Calendar (3 months of major training events (POI and non-POI) in calendar form)

SLIDE 9   Training Planned but Not Conducted (consolidated at brigade/regiment level (POI course level cancellations) or director/garrison level (civilian training cancellations) for last quarter only)

SLIDE 10   Command Inspection Program (inspections occur within 90 days of change of command with subsequent inspections conducted annually, last inspection and next inspection, any issues that require attention)

SLIDE 11   Officer Strength (authorized Officer Distribution Plan (ODP) and assigned as well as projected gains and losses for the quarter)

SLIDE 12   Regimental/Brigade Retention Statistics

SLIDE 13   FY__, __ Quarter, Brigade/Regimental Budget (Program Budget Advisory Committee (PBAC) slide showing required funding vs. executed funding up to the briefed quarter)

SLIDE 14   Ammunition Status/Allocation (NIR)

SLIDE 15   Regimental/Brigade CSM Brief (NIR)

SLIDE 16   CSM Soldier Training Assessment (to include troop diversions and sustain/improve comments for permanent party soldiers)

SLIDE 17   Regimental/Brigade Enlisted Strength (authorized, assigned, and critical MOS as well as projected gains and losses for the next quarter)

SLIDE 17A   Noncommissioned Officer Development Program (read-ahead) (current and upcoming quarter to include objectives, events, and assessment for training conducted)

SLIDE 18   Regimental/Brigade Soldier Recognition #1 (Hibbs Award, APFT awards, drivers/mechanics badges, Combat Lifesavers, NCO/Soldier of the Quarter with names of latest selectees (may also report Excellence in Armor (EIA)/Excellence in Cavalry (EIC) Awards)

SLIDE 18A   Regimental/Brigade Soldier Recognition #2 (read-ahead)

SLIDE 19   Commander's Concerns (NIR)

SQUADRON/BATTALION BRIEF

SLIDE 1   Squadron/Battalion Mission (NIR)

SLIDE 2   Commander's METL Assessment (METL tasks, a corresponding assessment for each task for the last, current, and upcoming quarter using T, P, U (exclude + or -), and the strategy to improve or sustain proficiency (send subtasks in read-ahead))

SLIDE 3   Training Status (FY student projections, the number currently trained, graduation rate, and any applicable trends (discuss causes for increases/decreases and articulate trends in terms of at least six rotations/cycles))

SLIDE 4   Non-POI Training

SLIDE 5   Squadron/Battalion Equipment Status (equipment usage and equipment readiness during peak POI requirement times, and list DA standard for equipment listed)

SLIDE 6   Officer Strength (authorized, ODP and assigned as well as projected gains and losses for the quarter)

SLIDE 7   Squadron/Battalion Retention

SLIDE 8   CSM Topics (NIR)

SLIDE 9   Soldier Readiness

        (1) Dental Category Levels. All units will maintain less than 5 percent Dental III and IV Category Levels. *Dental Category I* - Soldiers who do not require dental treatment or reevaluation in 12 months. *Dental Category II* - Soldiers who have an oral condition that if not treated or followed closely have the potential but are not expected to result in a dental emergency within the next 12 months. *Dental Category III* - Soldiers who have a dental condition that if left untreated are expected to result in a dental emergency within the next 12 months. *Dental Category IV* - Soldiers who have not had a dental exam within the past 12 months or whose record is missing or their dental status is unknown.

        (2) Medical Readiness Program (MRP). All units will maintain 95 percent or greater compliance rate in MRP Category I and II combined. *MRP Category I* - fully deployable; *MRP Category II* - deployable within 72 hours; *MRP Category III* - deployable within 30 days; and *MRP Category IV* - is nondeployable. All units will maintain 95 percent Human Immunodeficiency Virus (HIV) testing at any one time. The DOD compliance standard for the Anthrax Vaccination Program is 90 percent of personnel will be within 30 days or less of appropriate shot in sequence.

(3) Nondeployables. Reportable statistic for the number of soldiers who would be considered nondeployable against assigned strength (3 or 4 physical profile evaluated by MMRB, Dental Category III or IV, no panographic X-ray on file, Servicemen's Group Life Insurance (SGLI) updated yearly, DD Form 93 (Record of Emergency Data) updated yearly, pregnant soldier or mother of newborn within 4 months, soldiers within 7 days of expiration term of service (ETS) on actual date of deployment, soldiers without appropriate immunizations (180-day waiver for those soldiers ETSing within 180 days for the Anthrax Program), soldiers assigned to quarters, single parent/military couple in adoption process, pending discharge/separation/ reassignment, no family care plan on file, and no current identification card DD Form 2A (Military Identification Card)).

(4) APFT. All units will maintain 95 percent completion of an APFT at any one time.

(5) Weapons Qualification. All units will maintain 90 percent qualified at any one time.

(6) CTT. All units will report the percentage of their personnel who have completed the test.

SLIDE 9A   Overweight (NIR)

SLIDE 10   Squadron/Battalion Enlisted Strength (authorized, assigned, and critical MOS as well as projected gains and losses for the next quarter)

SLIDE 11   Noncommissioned Officer Enlisted School (NCOES) Status (number of eligible soldiers, number of soldiers scheduled for school, and number of soldiers who have met the cut-off score for promotion but not promoted (name and rank of honor graduates in remarks column))

SLIDE 12   Noncommissioned Officer Development Program (current and upcoming quarter to include objectives, events, and assessment for training conducted)

SLIDE 12A   Squadron/Battalion Soldier Recognition (read-ahead)

SLIDE 13   Commander's Concerns

SLIDE 14   Last Quarter Calendar Non-POI/POI Training

SLIDE 15   Current Quarter Calendar Non-POI/POI Training

SLIDE 16   Taskings, Off-Post Deployments (Current Quarter)

SLIDE 17   Taskings, Off-Post Deployments (Upcoming Quarter)

SLIDE 18   Scheduled Services, Required and Scheduled

SLIDE 19   Officer Professional Development

SLIDE 20   Off-Post Employment

SLIDE 21   Safety and Reportable Accidents (status of Abbreviated Ground Accident Reports (AGARs) sent to the Army Safety Center at Fort Rucker and any new safety of use messages)

SLIDE 21A   Human Relations Subjects (read-ahead)

SLIDE 21B   Human Relations Training Conducted (read-ahead)

SLIDE 21C   Human Relations Training Scheduled (read-ahead)

SLIDE 21D   Equal Opportunity Representatives (read-ahead)

SLIDE 21E   Equal Opportunity Advisors (read-ahead)

SLIDE 21F   Equal Opportunity Training Conducted/Scheduled by Equal Opportunity Representative (EOR) (read-ahead)

SLIDE 21G   Equal Opportunity Training Conducted/Scheduled by Equal Opportunity Advisor (EOA) (read-ahead)

SLIDE 21H   Command Climate Survey (read-ahead)

NOTES:

A.   Garrison Command will prepare its QPR in order to address the following areas: METL assessment, tasks, highlights (previous and next quarter), and directors' concerns. The DBOS will prepare a slide that "rates" post facilities. The HQ and LEC will follow the QTB requirements set for the squadron/battalion level brief discussed in the MSC format excluding slide 3, Training Status.

B.   The DTDD will prepare its QTB in order to address the following areas: mission, key functions of divisions, METL assessment, commander's guidance, director's guidance for all divisions, directorate initiatives, significant events for each division, upcoming significant events for each division and the director's issues. Soldier readiness and training will be briefed by the HQ and LEC during Garrison Command's QPR.

C. Futures group (DFD, Mounted Maneuver Battlespace Lab, TRADOC System Manager (TSM) for Abrams, TSM for Force XXI) will prepare its QTB in order to address the following areas: mission, organization, METL assessment, status of personnel, funding, training, program/project updates (quad charts, etc.), and the director's issues. Soldier readiness and training will be briefed by the HQ and LEC during Garrison Command's QPR.

REGIMENTAL/BRIGADE
____ QUARTER
TRAINING BRIEF

1

REGIMENTAL/BRIGADE MISSION

2

HIGHER GUIDANCE

3

COMMANDER'S ASSESSMENT OF
TRAINING OBJECTIVES
(LAST QUARTER)

OBJECTIVES   ASSESSMENT

4

COMMANDER'S
METL ASSESSMENT

METL Task   Assessment   Strategy to Improve or
                                       Sustain Proficiency
           Last   Current Projected

5

COMMANDER'S GUIDANCE
FOR UPCOMING QUARTER

6

EQUIPMENT FIELDING

CURRENT

Equipment	TDA Authorized	O H	Status

Upcoming

Equipment	Projected Issue Date		Status

7

UPCOMING QUARTER CALENDAR

MONTH	MONTH + 1	MONTH + 2

8

TRAINING PLANNED BUT NOT CONDUCTED

9

REGIMENTAL/BRIGADE COMMAND INSPECTION PROGRAM (CIP)

10

OFFICER STRENGTH

	AUTH	ODP	ASG	% ODP	QTR Gains/Losses	QTR Projected %
COL						
LTC						
MAJ						
CPT						
LT						
Total						

Key Gains: Key Losses:

11

BRIGADE/REGIMENTAL RETENTION

QTR	Initial Term	Mid Career	FY 00 ETS	RC
ELIG				
OBJ				
ACC				
%				

FY	Initial Term	Mid Career	FY 00 ETS	RC
ELIG				
OBJ				
ACC				
%				

12

**FY___ ___ QTR
REGIMENTAL/BRIGADE BUDGET**

- Programmed
- Obligated

Significant UFRs:

13

AMMUNITION STATUS

14

REGIMENTAL/BRIGADE
CSM BRIEF

15

**CSM SOLDIER TRAINING
ASSESSMENT**

SUSTAIN:

IMPROVE:

16

**REGIMENT/BRIGADE
ENLISTED STRENGTH**

Rank	Auth	ASG	% Authorized	Gains/ Losses	% Projected Next Quarter	Critical MOS
CSM/SGM						
1SG/MSG						
SFC						
SSG						
SGT						
CPL-PVT						

17

**Noncommissioned Officer Development
Program**

CURRENT QUARTER	UPCOMING QUARTER
EVENTS:	EVENTS:
OBJECTIVES:	OBJECTIVES:
ASSESSMENT:	ASSESSMENT:

17a

REGIMENTAL/BRIGADE SOLDIER RECOGNITION*

Event	# Of	Units			

* Report only cadre statistics

18

REGIMENTAL/BRIGADE SOLDIER RECOGNITION*

Event	Name	Units		
Last Soldier Of The Quarter				
Last NCO Of The Quarter				
Last Instructor Of The Quarter				

18a

COMMANDER'S CONCERNS

19

SQUADRON/BATTALION MISSION

1

COMMANDER'S METL ASSESSMENT

METL TASK	ASSESSMENT	STRATEGY TO IMPROVE OR SUSTAIN PROFICIENCY
	Last Current Projected	

2

TRAINING STATUS

Course	FY Student Projected	Actual # Trained	Graduation %	Trends

3

NON-POI TRAINING

CURRENT QUARTER	UPCOMING QUARTER

4

SQUADRON/BATTALION EQUIPMENT STATUS

"Indicate"
DA STANDARD _____

5
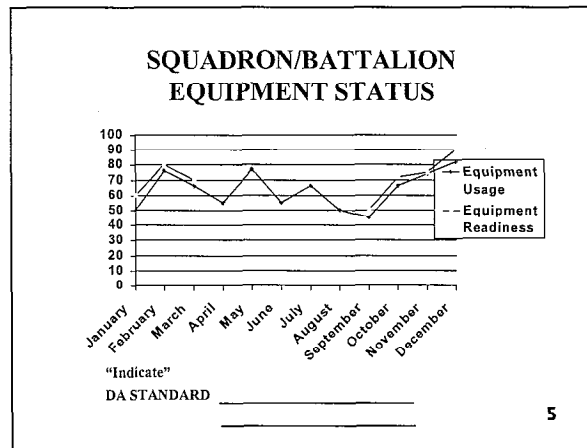
OFFICER STRENGTH

	AUTH	ODP	%ODP	ASG	QTR Gains/Losses	QTR Projected %
COL						
LTC						
MAJ						
CPT						
LT						
Total						

Key Gains: Key Losses:

6

SQUADRON/BATTALION RETENTION

QTR	Initial Term	Mid Career	FY 00 ETS	RC
ELIG				
OBJ				
ACC				
%				

PROJECTION

FY	Initial Term	Mid Career	FY 00 ETS	RC
ELIG				
OBJ				
ACC				
%				

PROJECTION

7

CSM TOPICS

8

SOLDIER READINESS

Event	Reviewed	Standard	Status
Dental CAT III & IV	27 NOV	G: < 5% R:≥ 5%	Red
MRP Compliance	27 NOV	G: ≥95% CAT I&II R: <95% CAT I&II	Green
Non-Deployables	27 NOV	G: ≥95% R: <95%	Green
APFT	27 NOV	G: ≥95% A: ≥90% R: <90%	Amber
Weapons Qual	27 NOV	G: ≥90% A: ≥85% R: <85%	Amber
CTT	27 NOV	G: ≥90% A: ≥80% R: <70%	Amber

Strategy to achieve a green status:

9

OVERWEIGHT

# of Over-weight Soldiers	# Who Meets Tape	# In Overweight Program	# Making Progress	Admin Action Taken
Remarks:				

9a

SQUADRON/BATTALION ENLISTED STRENGTH

Rank	Auth	ASG	% Authorized	Gains/ Losses	% Projected Next Quarter	Critical MOS
CSM/SGM						
1SG/MSG						
SFC						
SSG						
SGT						
CPL-PVT						

10

NCOES STATUS

School	Required	# Eligible	# Ineligible	# Scheduled	# Attending	Met Cut-Off but not Scheduled
PLDC						
BNCOC						
ANCOC						
1SG CRS						
REMARKS:						

* Name/Rank of honor grads
* Note any failures, non-enrollments, etc..
* Required = # of SPC(P)/CPL(P)/SGT(P)/SSG(P)/SFC(P)/1SG) that have not successfully completed/graduated PLDC/BNCOC/ANCOC/FSC
* Eligible= Meets all requirements, no problems that would prevent attending right now - if a school date were available
* Ineligible = Does not meet all requirements (TIS, HT/WT, ASFAB, ect), or has personal, financial, and medical problems or has failed tape, APFT, ect that would prevent attending right now
* Scheduling/Attending = On an OML to attend class (PLDC) or on an OML/entered in ATARS for BNCOC/ANCOC/FSC and a school date provided
* Met cut-off = Met cut-off or conditionally promoted and not yet graduated, can be either eligible, ineligible, scheduled an/or attending
* REMARKS: Must include remarks for those ineligible

11

Noncommissioned Officer Development Program

CURRENT QUARTER

OBJECTIVES:

EVENTS:

ASSESSMENT:

UPCOMING QUARTER

OBJECTIVES:

EVENTS:

ASSESSMENT:

12

SQUADRON/BATTALION SOLDIER RECOGNITION

READ AHEAD ONLY

Event	Name	Units	
Current SAMC candidates(not selectees) But those working towards Bn/Sqdn screening or Installation boards			

12a

COMMANDER'S CONCERNS

13

Fort Knox Reg 350-1 (18 Oct 00)

Last QTR Calendar
Non-POI/POI Training

14

Current QTR Calendar
Non-POI/POI Training

15

Current
Taskings, Off-Post Deployments

16

Upcoming
Taskings, Off-Post Deployments

17

Scheduled Services
Required and Scheduled

18

Officer Professional Development

Current	Upcoming

19

A-14

Off-Post Employment

Unit	PVT-PFC	SPC	SGT	SSG	SFC	Total
HHC						
A						
B						
C						
D						
Total						

20

Safety and Reportable Accidents
Status of AGARs Sent to DA Safety Office

21

READ AHEAD "ONLY"

Human Relations Subjects

- Prevention of Sexual Harassment
- Equal Opportunity
- Rape Prevention
- Sexual Misconduct
- Homosexual Policy
- Suicide Prevention
- Alcohol & or Drug Abuse
- Standards of Conduct
- Extremism
- Religious Accommodation
- Fraternization

21a

READ AHEAD "ONLY"

Human Relations Training Conducted

- Subject
- Date
- Total Soldiers Trained
- Total Soldier Hours Training

21b

READ AHEAD "ONLY"

Human Relations Training Scheduled

- Subject
- Date
- Total Soldiers Trained
- Total Soldier Hours Training

21c

READ AHEAD "ONLY"

Equal Opportunity Representatives

- Required
- Authorized
- On Hand

21d

"READ AHEAD ONLY"
Equal Opportunity Advisors

- Required
- Authorized
- On Hand

21e

"READ AHEAD ONLY"
Equal Opportunity Training Conducted & Scheduled by EOR

- Conducted (EO Subjects only)

- Scheduled (EO Subjects only)

21f

"READ AHEAD ONLY"
Equal Opportunity Training Conducted & Scheduled by EOA

- Conducted (EO Subjects only)

- Scheduled (EO Subjects only)

21g

"READ AHEAD ONLY"
Command Climate Survey

- Unit   Assumption of Cmd   Completed   Scheduled

21h

Appendix B
USAARMC Scheduling Process

B-1. General. G3/DPTM Schools/Scheduling Branch serves as the centralized scheduling office for all Fort Knox Level 5 shared resources, as listed in paragraph B-2. They have the mission and responsibility to manage/schedule training resources on the Fort Knox installation for all POI courses; units organic to Fort Knox that are not POI affiliated; and external units, both AC and RC.

    a. G3/DPTM Schools/Scheduling Branch, in coordination with the training activities, establishes start and graduation dates for all Fort Knox POI courses 2 years out. G3/DPTM requests any updated changes to POIs or master training schedules (MTSs) before development of this schedule from Armor School. If no changes are identified, G3/DPTM uses the current approved MTS for development of this long-range schedule.

    b. Final long-range schedules are staffed with the USAARMS for review/approval before submission to TRADOC by Operations Division, USAARMS. Upon approval from TRADOC, G3/DPTM Schools/Scheduling Branch begins locking-in resources to support each class 16 months out (M-16). Once POI requirements are identified/scheduled at M-16, other Fort Knox organic unit requirements are scheduled. The remaining open training windows are made available to external units.

    c. Shared resources for each POI course are identified and scheduled from the approved MTS for each course with the course priority list being used to resolve resource conflicts. Once all shared resources are scheduled and conflicts resolved, this data is entered into either the Resource and Training Scheduling System (RATSS) or Range Facility Management Support System (RFMSS) for each training activity to review. Requests for changes should be forwarded to G3/DPTM Schools/Scheduling Branch with recommended adjustment and justification. The following outlines the scheduling process, from Fort Knox receiving the 2-year out training loads, through development of the schedule and resource support, to locking of the schedule in late December.

B-2. Scheduling Responsibilities. G3/DPTM Schools/Scheduling Branch is responsible for centralized scheduling/approval of the following Fort Knox Shared Resources:

    a. <u>Outside Agencies</u>:

- Preventative Medicine
- Optometry Clinic
- Central Issue Facility (CIF)/Clothing Initial Issue Point (CIIP)
- Blood Donor/Blood Draw Briefings
- Acquired Immune Deficiency Syndrome (AIDS) Training
- U.S. Army Dental Activity (DENTAC) Briefing

- Dental Clinic
- Graduation (auditorium, classroom support)
- Directed Energy Weapons (Multiple Integrated Laser Engagement System (MILES), Tank Weapons Gunnery Simulation System (TWGSS), Precision Gunnery System (PGS))
- Junior Enlisted Travel (JET)/Assignment of Personnel Overseas (APO)
- Wellness Clinic
- Military Justice
- Accident Avoidance
- Spouse Mentorship
- Student Text Supply

b. Level 5 Shared Resources:

- Single Channel Ground and Airborne Radio System (SINCGARS)
- MILES
- TWGSS (tank only)
- PGS (Bradley)·
- Weaponeer
- Nuclear, Biological, and Chemical (NBC) Chamber
- Tank Ranges
- Small Arms Ranges
- Training Areas
- Close Combat Tactical Trainer (CCTT)
- Tank Driver Simulator (per priority list)
- Training Set Fire Observation (TSFO)
- Conduct of Fire Trainer (COFT)
- Mounted Warfare Simulation Training Center (MWSTC)
- Thru-Site Video (TSV)
- JANUS (Army)
- Platoon Gunnery Trainer (PGT)
- Abrams Auditorium (Patton Museum), Haszard and Rivers Auditoriums
- Heavy-Equipment Transporters (HETs) (see Annex 1)
- Battalion/Brigade Battle Staff Simulator (BBS)
- Advance Gunnery Training System (AGTS)

c. G3/DPTM Schools/Scheduling Branch coordinates with each respective training activity and supporting agency to resolve conflicts at T-16 with G3/DPTM retaining final decision/responsibility.

B-3. Changes to a Master Training Schedule. Changes to an MTS must be staffed for approval using the following process:

a.   Changes under T-12: Any MTS change under T-12 must be approved and justified by the first 0-6 in the chain of command to the G3/Director, DPTM.

b.   Near Term Changes Outside T-12:

(1)   G3/DPTM Schools/Scheduling Branch will conduct a quarterly shared resources review meeting the second Monday of each quarter. This meeting is specifically designed to review training schedule changes for implementation in the next quarter.

(2)   All changes must clearly identify the reason for the change and must be staffed for approval through the battalion, the brigade/regiment, and the Armor School headquarters before the meeting.   NCO Academy changes must be staffed for approval through the commandant and the Armor School before the meeting.

(3)   Changes will be reviewed for approval and support provided will be based on shared resource availability. POI classes/units already scheduled will not be bumped or degraded to support a requested change.

(4)   All schedules will have a final lock at T-12 weeks.

(a)   Any change under T-12 impacting Level 5 shared resources in support of external units will require the Commanding General's approval.

(b)   Any change under T-12 impacting Level 5 shared resources in support of internal units will require the G3/Director, DPTM's approval.

(c)   Changes under T-4 impacting Level 5 shared resources will not be accepted.

(5)   This review does not offset the requirement to identify POI/MTS changes long range. The quarterly review meeting is the means for processing short-term command directed changes that impact shared resources.

c.   Long Term Changes. Changes for implementation outside the next quarter (long range) should be processed using the following procedure:

(1)   Requesting units must submit a change complete with cover memorandum that explains each change from the current MTS as well as the proposed MTS change. One paper copy of the proposed MTS change along with a computer disk of the proposed MTS is required. Data on the computer disk must be written using the RATSS program, with Level 5 MTS events correctly coded.

(2)   All changes must clearly identify the reason for the change and must be staffed for approval through the battalion, the brigade/regiment, and the Armor School headquarters before the meeting.   NCO Academy changes must be staffed for approval through the commandant and the Armor School before the meeting.

(3)   The appropriate commander will forward the proposed change to G3/DPTM Schools/Scheduling Branch for supportability and earliest implementation date. Changes will not be implemented until approved by G3/DPTM.

(4)   Any changes to a scheduled shared resource that affect or displace an already scheduled POI course will require the G3/Director, DPTM approval. Any changes requiring bumping or displacing an external unit will require the Commanding General's approval.

(5)   Pilot teaches must be identified NLT T-16 to ensure supportability. Maximum effort will be made to support pilot teaches. MTS changes to pilot teaches will be limited to three changes per POI. Displacing or degrading other scheduled events to accommodate pilot teaches will require approval by the G3/Director, DPTM for POI courses or the Commanding General's approval for external unit displacement.

B-4.   Definition of MTS Change vs. Training Schedule Change (Final).

a.   MTS Change: An MTS change is required when any of the following change:

(1)   The sequence of events within the MTS changes.

(2)   The length/time of the event changes.

(3)   The amount of resources required are changed (more/less or type).

(4)   The location of the training event is changed for all future classes/courses.

b.   Training Schedule Change: A Training Schedule Change is a change to an individual class' training schedule based on a low student fill, instructor shortage, or other similar type problems. However, any change that impacts on a shared resource; e.g., a change in the amount of resources or amount of time scheduled for the resource, must be coordinated with G3/DPTM Schools/Scheduling Branch. A class adjustment is for one class and is not intended to be the norm for future classes. Class adjustments that do not impact shared resources can be made without notifying G3/DPTM Schools/Scheduling Branch.

B-5.   Automation Software. All resources (except for ranges/training areas) are identified and scheduled using the RATSS with data exchange between all schedulers and training activities using the shared mode of RATSS. Ranges and training areas are scheduled using RFMSS.

B-6. Use of the Mounted Warfare Simulation Training Center and Close Combat Tactical Trainer Non-Observer Controller (OC) Supported. Units desiring to train with no OC support are required to do all planning and preparation internally. These units will use the Semi-Automated Forces (SAF) stations to control the opposing forces (OPFOR) and combat support/combat service support (CS/CSS) play. There are currently five SAF stations available. The stealth station will be used for playback to conduct AARs. Currently there is one stealth station. The stealth station provides visual playback of the battle, however, no voice playback is available. Units with no OC support are required to provide a detailed analysis of their training plan to the G3/DPTM 30 days before the training event. The following information is required: operations order, graphics, mission training plan (MTP) tasks, battle rosters, and an internal OC package plan. Failure to provide this information can result in cancellation of the training event. Units are required to send SAF and stealth station operators 3 working days before the start of training for train up.

B-7. Scheduling Priority. The Level 5 shared resources are scheduled following the priority listed below. POI courses are scheduled per the Commanding General's Course Priority List.

    Priority One   **Band I – TRADOC Institutional Requirements**
                                        1. Armor School POI Courses
                                        2. ROTC Basic Camp
                                        3. U.S. Military Academy Mounted Maneuver Training (MMT)
                                        4. Armor Center Initiatives – [Force XXI/Army After Next (AAN) training development support; experiments and demonstrations; Army Research Institute (ARI) and other agency support; Annual United States Marine Corps (USMC) Gunnery Competition]
                                        5. Total Army School System (TASS) Battalions

    Priority Two   **Band II – High Priority TOE Units**
        1. Enhanced Separate Brigade (ESB) Mobilization and Training Equipment (MATES) contributors
        2. FP I units to include Force Support Package (FSP) I
        3. All other heavy ESBs [Force Package (FP) II]
        4. Light ESBs

    Priority Three   **Band III -**
        1. All other MATES contributors
        2. All other Army RC units by DAMPL
        3. All other units to include Army AC units, other services, and allies

B-8. Scheduling Timelines. The following are the approximate scheduling timelines:

    T-24 months   Fort Knox receives projected training loads from TRADOC
    T-23 months   Armor School submits revised MTS

T-22 months	TRADOC finalizes 2-year out training loads
T-19 months	Fort Knox submits Long Range Schedule to TRADOC for approval
T-18 months	Commanding General's course priority list established
T-14 months	POI courses Level 5 resources scheduled
T-11 months	POI courses locked
T-10 months	Cadre training, special events, 278th ACR/8th Tank scheduled
T-05 months	External Unit Scheduling Conference

B-9.   External Unit Scheduling Conference.

a.   G3/DPTM Schools/Scheduling Branch, is responsible to host the annual External Unit Scheduling Conference.   The conference will be held in conjunction with the Armor Conference on Monday of Armor Conference week.

b.   Units will be scheduled per the Fort Knox Priority List (paragraph B-7).

c.   Annual training will be scheduled first. Upon completion of AT scheduling, IDT will be scheduled.   Annual training will have precedence over IDT in all cases.   External units afforded the privilege of early IDT scheduling will not have precedence over AT scheduled at the conference.

d.   Units will be afforded the opportunity to schedule one AT and three IDT periods per battalion-sized unit.   Inactive duty training opportunities may be adjusted, dependent on the projected availability of resources involved.   Units smaller than battalion size will be scheduled on a case-by-case basis.

B-10.   Request for Support Procedures.   External units that desire to train at Fort Knox should submit their requests to Commander, USAARMC and Fort Knox, ATTN: ATZK-PTO-B (Chief, Support Branch), Fort Knox, KY 40121-5000.   See appendix D for RC support procedures.   As in the past, Fort Knox will continue to make every attempt/effort to ensure external units receive the training and resources as scheduled.

Annex 1 to Appendix B
Heavy-Equipment Transporter (HET)

B-1-1. Purpose. This policy establishes the USAARMC and Fort Knox standards on the use of HETs to transport oversized vehicles to and from distant training locations for all USAARMC and Fort Knox units, as well as RC and off-post Active duty units that desire to use HETs. It is intended to be directive in nature and addresses usage criteria, prioritization, procedures, and safety directives.

B-1-2. General.

    a. Figure 1 outlines Fort Knox roads and tank trails to all major tank ranges. It also shows safe and restricted routes, bridge weights, route checkpoints, and by-pass statuses.

    b. Figure 2 depicts the respective zones to be used as a guideline for tracks traveling in those zones where HET support is required. The intent is to move all vehicles by HET (M1 series, M2, M3, and M88) when traveling from unit track parks to ranges or training areas and returning within zone 3. Oversized track vehicles traveling to zone 2 (on request from the training unit) may utilize HETs based on availability.

    (1) Zone 1 - HET usage is not required (with the exception of movement from Wilson Range to Cedar Creek Range) in support of Armor Officer Basic (AOB) gunnery training. Any convoy movement within the cantonment area must be coordinated with HQ and LEC, Military Police Operations, Traffic Branch.

    (2) Zone 2 - Includes major training ranges where the one-way distance of 5 miles or greater criteria comes into effect and requires use of HETs based upon their availability.

    (3) Zone 3 - Includes the remainder of the major training areas and ranges that require use of the HET system for transporting equipment. This zone receives top priority in the scheduling process.

    c. Figure 3 is a mileage chart to be used for usage planning and cost analysis purposes.

    d. Figure 4 is the transportation movement request sheet to be used by units to request HET support.

    e. Figures 5 and 6 are used by all non Fort Knox units, it is designed to provide all off post and RC units with an estimate of the operations tempo (OPTEMPO) cost involved in executing tasking.

    f. Reference 233d Transportation Company (233d Trans Co), Standing Operating Procedures (SOP), 22 June 1999.

   g. Reference Annex F to USAARMC Regulation 385-22, 6 May 1985, Range Regulation (Training/Impact Areas).

B-1-3. HET Usage.

   a. The HETs are designed to transport tracked combat and special purpose vehicles with limited on- and off-road capability.

   b. The availability of these vehicles is limited and designed to operate in areas where tank and track density costs are high. The following guidelines will be used when requesting HET support:

       (1) Vehicles with the highest operating costs will be given priority over vehicles with lower costs per mile. Refer to U.S. Army Visibility and Management of Operating and Support Costs (VAMOSC) Manual, Vol. II, May 1994. The operating cost for the HET (M1070) is $6.71 per mile.

       (2) Vehicle support priority will also be determined by specific operational and/or mission significance.

   c. The HETs will normally be committed to missions where the one-way distance is 5 miles or greater (see Figure 2).

   d. Established HET usage priorities are as follows:

       (1) Program(s) of instruction (POI) support scheduled for all tank-related training in Zone 3.

       (2) Program(s) of instruction support scheduled for all tank-related training in Zone 2.

       (3) All other scheduled Zone 3 training.

       (4) All other scheduled Zone 2 training.

   e. Priority of Lift: Combat systems will be moved by HET assets in the following priority:

       (1) M1A1/M1A2, M88, M3, M2, M109, Multiple Launch Rocket System (MLRS), and engineer tracks.

       (2) Noncombat systems will be moved by HET assets on a case-by-case basis as approved by G3/DPTM Schools/Scheduling Branch.

f. All RC and off-post active duty units that desire to use HETs will also be required to submit a request for HET transportation and the support request for off-post units, in addition to the other requests they submit for training resources under the "Shop Smart System." These units will compete for available HET assets based upon the established priorities as outlined in paragraph B-1-3d.

g. Heavy-equipment transporter systems and resources will not be used for range-to-range movement of track vehicles in which the distance is less than 5 miles, or from track park to and from the wash-rack located at the corner of Wilson and Frazier Roads.

B-1-4. Procedures for Requesting HET Support.

a. Transportation Movement Request:

(1) For on-post movement/recovery, units will submit an ATSB-BA Form 1147-R (Request for Heavy Equipment Transporter (HET)) (Figure B-4) directly to G3/DPTM Schools/Scheduling Branch, ATZK-PTO-S, Bldg. No. 1002, phone number 624-3551.

(2) For POI-related use, G3/DPTM Schools/Scheduling Branch will develop a long term schedule (12 months), short term schedule (6 months), and near term schedule (6-8 weeks) to project HET usage and priority with a cut-off time of NLT 2 weeks out which allows time for coordination for the 233d Trans Co (NO EXCEPTION). All Fort Knox POI activities requiring HET support should complete an ATSB-BA Form 1147-R and forward it to G3/DPTM Schools/Scheduling Branch.

(3) All RC units will submit their requests through G3/DPTM Support Branch, Reserve Component Support Section (RCSS). Requirements for HETs should be identified and scheduled per FM 25-100, Training the Force and FM 25-101, Battle Focused Training.

(4) Requests generated from any other sources (to include off-post Active duty units) through G3/DPTM Support Branch, will be forwarded to G3/DPTM Schools/Scheduling Branch, for review and processing.

(5) The process for using units to submit a transportation request through G3/DPTM Schools/Scheduling Branch, involves completing an ATSB-BA Form 1147-R. This identifies the amount of equipment to be hauled, pick-up date and time, reporting location, POC, phone number, and final destination, date, time, and location. Information regarding the return trip will also be gathered. Any requests for exception to using HET support by all units will be accounted for on ATSB-BA Form 1147-R. An exception to policy for not using HET support would be due to a directed training task, such as conducting a tactical road march.

(6) For any transportation request involving off-post movement, DBOS, Transportation Division (phone number 624-6115) will require DD Forms 1265 (Request for Convoy Clearance)/1266 (Request for Special Hauling Permit), be submitted 35 days out from the intended movement. Refer to coordinating instructions, paragraph B-1-7a(2).

(7) Once the request has been submitted for review and prioritization, G3/DPTM Schools/Scheduling Branch will submit information copies of the request to the 3/81st Armor Battalion (3/81st AR Bn), HQ and LEC, G3/DPTM Range Division, and 233d Trans Co to facilitate internal scheduling.

(8) Any unscheduled or emergency request for HET support must be coordinated with G3/DPTM Schools/Scheduling Branch during normal duty hours, 0900-1700, Monday thru Friday. Schools/Scheduling Branch will evaluate the validity of the request and determine whether the request is an emergency. After normal duty hours, coordination can be made directly with 3/81st AR Bn Staff Duty NCO at 624-1357/3181. If the 3/81st AR Bn is notified directly, they will coordinate with HQ and LEC and G3/DPTM Range Division before executing the mission. For any date changes or non-emergency missions, the 233d Trans Co will require a minimum 7-day notice to accommodate the request.

B-1-5. HET Upload/Download Locations.

a. USAARMC Regulation 385-22 contains a map of each range with the location for the HET upload area illustrated on the map. Those ranges that do not currently have suitable upload area will have a 100-meter square area graded off with gravel applied to it by DBOS. Specific ranges requiring this upgrade include Cedar Creek and Donnelly/Boydston (to be used jointly). Ranges that do not require this upgrade have existing facilities to handle this requirement. As money becomes available, these upgrades will be performed.

b. Upload/download of equipment will be per established procedures as outlined in the 233d Trans Co HET SOP, 22 June 1999.

B-1-6. Safety Directives.

a. Heavy-equipment operators will only travel on approved routes (see Figure 1).

b. Camouflaging of the HETs may be done on a limited basis in support of a tactical operation; however, under no circumstances will any of the lights or windows be camouflaged during actual movement or otherwise hinder the safe operation of the system.

c. HETs will adhere to the following speed limits: Range roads-30 mph (max. catch-up: 35 mph), cantonment area-as posted, off-post roads-40 mph (max. catch-up: 45 mph).

d. Service drive lights will always be used during HET movement.

e. Every HET will have a vehicle commander on board who is knowledgeable in the safe operation of the system.

f. With appropriate scheduling and management of personnel/assets in compliance with AR 385-55, the 233d Trans Co is capable of conducting 24-hour operations.

g. Since state law prohibits movement of oversized vehicles on public highways during hours of darkness, all HET movements across Highway 31W is restricted to daylight hours only. No movement after 1200 on Saturday is permitted, and no movement on Sunday.

h. Convoy/Track Movement in Cantonment Area.

(1) All convoy or track movements inside the cantonment area (with the exception of normal movement from motor pools to the wash-rack and back) must be coordinated with G3/DPTM Range Division, 624-2125.

(2) There are limitations on routes, dates, times, and movement locations; i.e., peak traffic flow hours, routes used, dates, and prior commitments of the traffic units (see Figure 1).

(3) Convoy commanders are required to have unit rear and lead vehicles (wheeled).

i. Escort Vehicles.

(1) Both lead and trail vehicles must be equipped with rotation amber warning lights (RAWLS), as well as have two-way communications. Directorate of Information Management (DOIM) provided an operating frequency through 3/81st AR Bn, specifically for the 233d Trans Co use. That frequency is 30050.

(2) High Mobility Multipurpose Wheel Vehicle (HMMWV) and Commercial Utility Cargo Vehicles (CUCV) may be used for lead escort vehicles and HMMWVs, CUCVs, and 2 1/2-ton trucks may be used for rear and trail vehicles.

j. Inclement Weather Actions and Notification Procedures.

(1) The G3/DPTM Range Division and the HQ and LEC, MP Operations, Traffic Branch, have initial responsibility for determining the status of road conditions and issuing an advisory notification within 2 hours of pull time.

(2) Initial notification should be made to the 233d Trans Co through 3/81st AR Bn, and to the using unit so a risk assessment can be completed and adjustments made to the scheduled times for movement.

(3) The G3/DPTM Schools/Scheduling Branch will also need to receive notification from G3/DPTM Range Division, for any scheduling adjustments they need to make.

(4) The G3/DPTM Range Division will notify DBOS so that salting/sanding operations can be performed at the critical sections of the primary travel routes as necessary. Coordinate primary route with the 233d Trans Co.

(5) The 233d Trans Co and using unit (executive officer or S3) will make coordination for final determination on moving equipment.

B-1-7. Coordinating Instructions.

    a. Responsible unit will:

(1) Submit an ATSB-BA Form 1147-R as part of the overall range/training area request package to G3/DPTM Schools/Scheduling Branch. Refer to coordinating instructions outlined in paragraph 3-1-4a(2).

(2) Submit DD Form 1265/1266 at least 35 days before intended movement to DBOS, Transportation Division. Pick up and confirm the approved copy with G3/DPTM Schools/Scheduling Branch and the 233d Trans Co. Any organic vehicles that are not a part of the initial movement request that is filed for the vehicles being transported by HET will require a separate approved request for clearance.

(3) Ensure equipment to be moved is prepared for transport on date and time requested. Due to other mission requirements the 233d Trans Co will not wait more than 30 minutes past the scheduled pick up time to start loading. The requesting unit will have to resubmit another request for pick up.

(4) Ensure security of common table of allowances (CTA) 50 and other BII on the vehicle.

(5) Have materials handling equipment (MHE) available, if required (i.e., fork lifts and recovery vehicles).

(6) Coordinate directly with the 3/81st AR Bn for emergency HET requests.

(7) Be prepared to provide road guards at minor intersections for movement within the cantonment area.

(8) Be prepared to clean the roadways of any debris enroute to or from a range/training area.

(9) Immediately report any damage to roads or railroad tracks to DBOS.

(10) Conduct a risk assessment if notified of a travel advisory status and coordinate with the 233d Trans Co for alternatives to the scheduled movement.

b. The G3/DPTM Support Branch, RCSS will:

(1) Submit an ATSB-BA Form 1147-R as part of the overall range/training area request package to G3/DPTM Schools/Scheduling Branch for RC units.

(2) Coordinate and submit any of the additional requests as outlined in unit responsibilities on behalf of the RC unit.

(3) Submit the ATSB-BA Form 1148-R (Support Request for Off-Post Units) (see Figure 5). This should be completed and approved NLT 90 days before execution of the mission.

c. The G3/DPTM Support Branch will:

(1) Submit the ATSB-BA Form 1147-R as part of the overall range/training area request package to G3/DPTM Schools/Scheduling Branch for off-post Active Duty units.

(2) Coordinate and submit any of the additional requests as outlined in unit responsibilities on behalf of off-post Active Duty units.

d. The G3/DPTM Schools/Scheduling Branch will:

(1) Process requests for HETs as part of the overall range/training support package submitted by units.

(2) Forward information copies of the ATSB-BA Form 1147-R to the 233d Trans Co, G3/DPTM Range Division, and HQ and LEC for further action and/or coordination with the requesting unit.

(3) Thoroughly screen all emergency/unscheduled requests.

(4) Forward HET movement information to G3/DPTM Range Division via the automated data system for range/training area scheduling action to ensure the movement is fully coordinated.

(5) Maintain a calendar database for long term, short term, and near term POI range/training requirements. Provide this data to the 233d Trans Co for the purpose of scheduling maintenance, training, and leave.

(6) Maintain coordination with 233d Trans Co for the purpose of managing authorized OPTEMPO mileage on a monthly basis from a prioritization/scheduling standpoint.

e. The 3/81st AR Bn will:

(1) Provide support to the 233d Trans Co as required to ensure HET assets are well maintained and kept in a high state of operational readiness.

(2) Track HET usage and repair cost information for any cost analysis needed to support missions that require specific funding guidance.

(3) Resolve any disagreements with the requesting unit on behalf of the 233d Trans Co.

(4) Provide notification to the 233d Trans Co and G3/DPTM Schools/Scheduling Branch on emergency requests.

f. The 233d Trans Co will:

(1) Send confirmation of unit request for HET movement via fax, e-mail, or telephone.

(2) Maintain necessary tie-down equipment to secure the vehicle on the HET.

(3) Provide both lead and trail escort vehicles, equipped with RAWLS, and two-way communication.

(4) Monitor 233d Trans Co frequency and operate off of internal frequencies provided by 3/81st AR Bn. Notify unit operations of arrival and departure of the designated range/training area.

(5) The HET NCOIC will contact G3/DPTM Range Division to activate authorization for movement on the designated route before the start of mission.

(6) Execute bona fide emergency HET requests as required; i.e., track came off vehicle, tank caught on fire, and pack go out with a serious leak.

(7) During inclement weather travel advisory, conduct direct coordination with the requesting unit to execute the mission or adjust the schedule. Defer to 3/81st AR Bn for disagreements with the requesting unit on executing the mission.

g. The G3/DPTM Range Division will:

(1) Monitor HET movement and advise the 233d Trans Co of any safety-related information.

(2) Issue initial HET movement warning over Range Control NET.

(3) Monitor status of road conditions at critical downgrades along the primary travel route.

(4) Install black, red, amber, and green warning signs at critical route locations.

(5) Alert DBOS to launch "quick reaction" sanding/salting vehicle to critical locations.

(6) Conduct an initial assessment of road conditions and advise the unit and 233d Trans Co during periods of inclement weather.

h. The DBOS will:

(1) Produce appropriate warning signs based upon G3/DPTM Range Division's recommendation.

(2) Construct, place, and fill sand containers at key locations designated by G3/DPTM Range Division. Produce signs that indicate "Sand for Road Icing" to be placed by G3/DPTM Range Division.

(3) Identify a "quick reaction" capability for sanding/salting critical sections of range roads.

(4) Construct range up-load/off-load areas as indicated in paragraph 3-1-5a.

(5) Continue to work funding issue for the installation of warning lights at Baker Gate.

i. The HQ and LEC will assist G3/DPTM Range Division in making assessment of road conditions on the installation during periods of inclement weather.
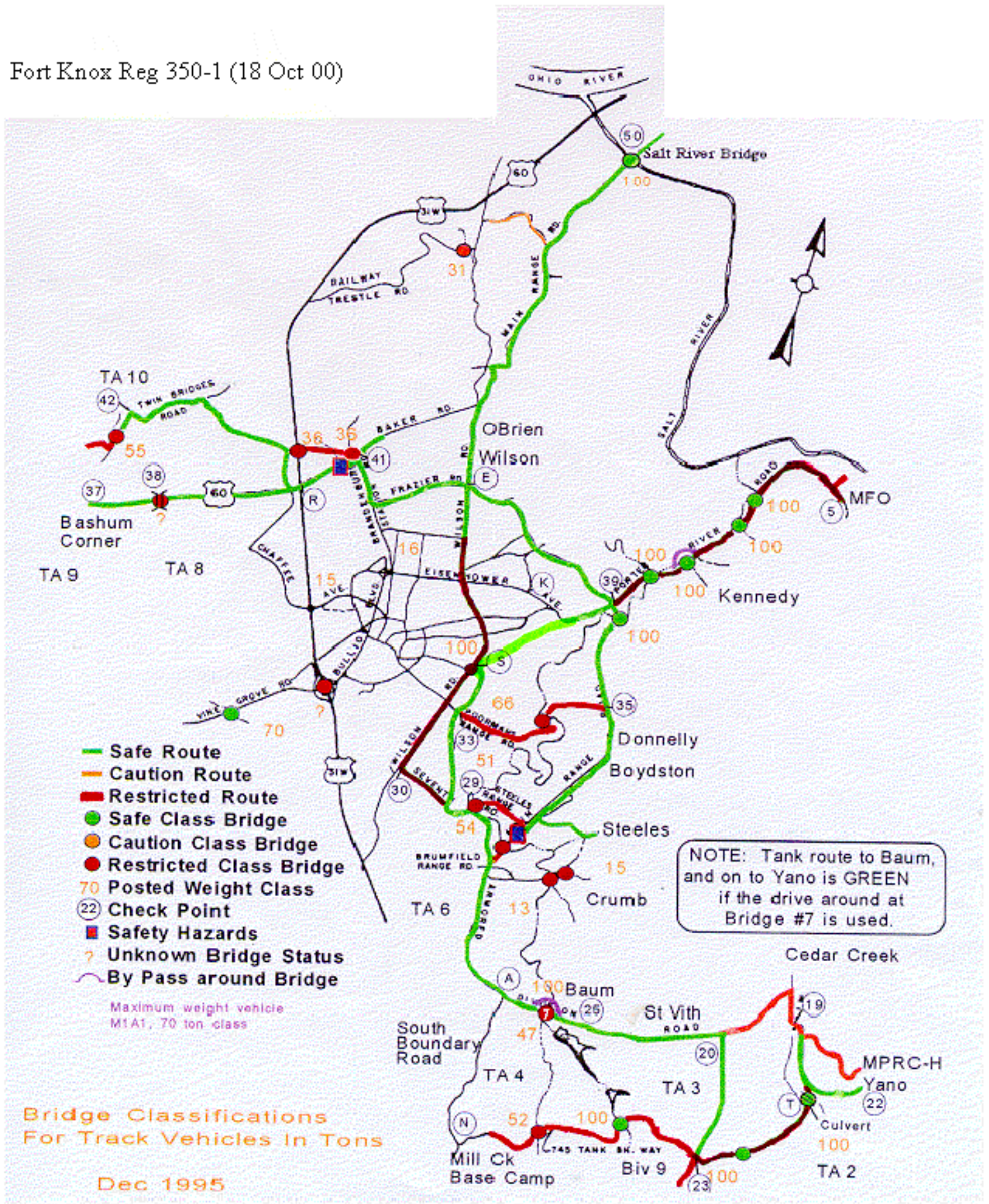
Figure B-1. Bridge Classifications for Track in Tons

Fort Knox Reg 350-1 (18 Oct 00)
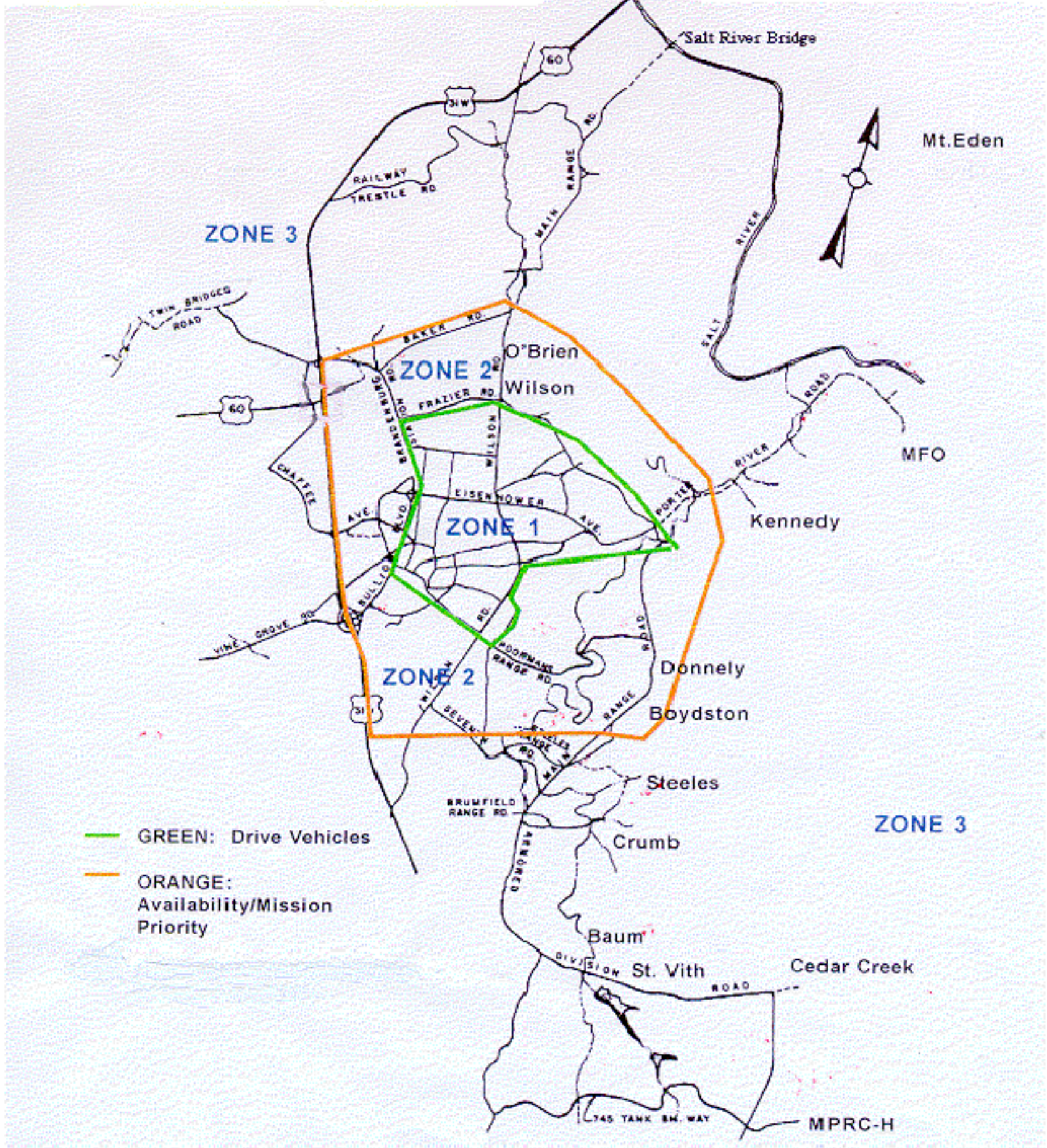
Figure B-2. Vehicle Drive Routes

Destination	Distance to Travel
Wilson Range	0.4
Donnelly	5.0
Boydston	5.4
MFO	5.9
5 North	4.6
Steeles	6.3
Salt River Bridge Site	6.8
Brumfield	7.7
TA 4/5/6	9.1
Crumb	10.0
Baum	10.9
St. Vith	11.6
Mt. Eden	13.1
TA 3	15.6
Wilcox	17.0
Carlisle (TA 2)	18.2
Cedar Creek	16.9
Yano	20.6

Note: All distances are computed from the intersection of Wilson and Frazier Road.

Figure B-3. Range/Training Area Mileage Chart
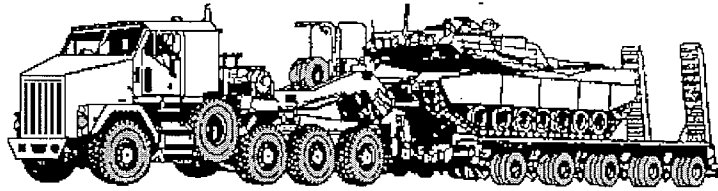
REQUEST FOR HEAVY EQUIPMENT TRANSPORTER (HET)

REQUEST UNIT:_____ DATE: _____

S-3 POC: _____ PHONE: _____

CLASS (AOB, MG, ETC): _____ CLASS SIZE: _____

REPORTING PLACE: _____ BLDG: _____

PICK-UP DATE/TIME:_____

<u>QTY</u>	<u>CARGO DESCRIPTION</u>	<u>QTY</u>	<u>CARGO DESCRIPTION</u>
____	_____	___	_____
____	_____	___	_____
____	_____	___	_____

1ST DEST/DATE/TIME:_____

2D DEST/DATE/TIME:_____

3D DEST/DATE/TIME:_____

RETURN DATE/TIME/LOCATION:_____

CHANGES					
DATES		TIME		EQUIPMENT/DESTINATION	
FROM	TO	FROM	TO	FROM	TO

ON GROUND POC:_____ PHONE:_____

NOTE: OFF POST MOVEMENT REQUIRES DD FORM 1265 AND DD FORM 1266.

APPROVED BY G3/DPTM:_____

(SIGNATURE/DATE)

ATSB-BA FORM 1147-R, AUG 00   PREVIOUS EDITIONS ARE OBSOLETE

Figure B-4. Request for Heavy Equipment Transporter (HET) (ATSB-BA Form 1147-R)
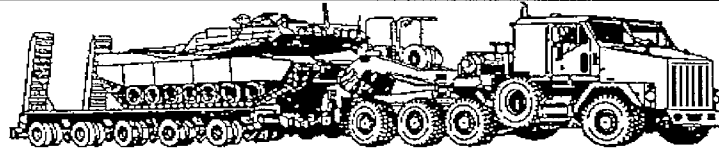
SUPPORT REQUEST FOR OFF POST UNITS

1. Reference: Army Visibility and Management of Operating and Support Cost Program (VAMOSC).

2. This worksheet is designed to provide all off post and Reserve units with an estimate of the OPTEMPO costs involved in executing all off post taskings.

3. This worksheet should be completed and approved NLT 90 days prior to the execution of the mission. The unit requesting support will complete the worksheet. The approving authority will be G3/DPTM and the commander of the 233rd Transportation Company.

4. Use the following to calculate the number of soldiers and pieces of equipment needed to safely complete the mission:

   NOTE: the following is the minimum required to complete any off-post tasking.

       a) One HET per piece of equipment being transported.
       b) One HET without trailer to be used as a spare.
       c) One wrecker.
       d) Two HMMWV escorts.
       e) Two soldiers per vehicle.

   Number of soldiers required = Total number of vehicles x 2

UNIT	EQUIPMENT TYPE	QUANTITY
Subtotal		
	HET w/o trailer	1
Number of HETs required		
	Wrecker	1
	HMMWV	2
Total number of vehicles		

ATSB-BA FORM 1148-R, AUG 00   PREVIOUS EDITIONS ARE OBSOLETE

Figure B-5. Support Request for Off-Post Units (ATSB-BA Form 1148-R)

5. The OPTEMPO figures below will be used to calculate the cost of operating each piece of equipment for the entire mission.

	QUANTITY	OPTEMPO COST	TOTAL
Number of HETs required		X $6.71 per mile	
Wrecker	1	X $2.67 per mile	
HMMWV	2	X $0.57 per mile	
Total OPTEMPO Cost			

6. TDY for each soldier will be computed and posted by the 233rd Budget Office prior to the acceptance of any off post mission.

    TDY = ($_____ per soldier x _____ # of days) x _____ # of soldiers

        = $_____ .

7. The total cost for the mission can be calculated as follows:

    Total mission cost = Total OPTEMPO cost = TDY

        = _____ + _____ = _____ .

8. Additional information:

    a) Miles from origin to destination   _____

    b) Number of days   _____

    c) MIPR/Fund site number for the Budget Office   _____

    **NOTE: Payment for the mission support must be in the fund site prior to the approval of this worksheet.

    ---

9. The POC at the 233rd Budget Office is Mr. John Murphy at (502) 624-1092; FAX (502) 624-7677.

10. The POC for this worksheet is Commander, 233rd Transportation Company at (502) 524-3349.

Print Name and Rank of Requester	Signature of Requester	Date
Print Name and Rank of G-3 Scheduler	Signature of G-3 Scheduler	Date
Print Name and Rank of 233rd Commander	Signature of 233rd Commander	Date
Print Name of Budget Officer	Signature of Budget Officer	Date

ATSB-BA FORM 1148-R, AUG 00 (Back)

Figure B-5. Support Request for Off-Post Units (ATSB-BA Form 1148-R) (Cont.)

Appendix C
FY ( ) USAARMC Course Priority List

REFER TO THE MOST CURRENT USAARMC ANNUAL COMMAND TRAINING
GUIDANCE. THE USAARMC COURSE PRIORITY LIST IS UPDATED ANNUALLY OR
WHEN DIRECTED BY THE COMMANDING GENERAL.

Appendix D
Reserve Component Support Requests

D-1.   Purpose. To prescribe policies, define responsibilities, and establish procedures for the requisition of training resources and logistical support at Fort Knox by RC organizations.

D-2.   References. Appendix G contains complete list of references.

D-3.   Explanation of Abbreviations and Terms. The glossary contains abbreviations and special terms used in this regulation. The term RC organizations include all Band I, II, and III activities (listed in appendix B-7), ROTC (excluding ROTC Basic Camp), JROTC, and Boy Scouts of America.

D-4.   Responsibilities.

        a. G3/DPTM Support Branch serves as the central POC for all RC organizations requiring use of training resources unique to USAARMC (appendix B-2b) and the logistical support required during training.

        b. Commanders and directors, RC organizations will:

        (1) Submit a FK Form 3663-E, available on Fort Knox web page under "Publications/Forms," to G3/DPTM Support Branch (ATZK-PTO-BU). All requests will be logged and monitored by G3/DPTM Support Branch. However, any requests that are not submitted in written form within 60 days of initial coordination will be considered inadequate and will be denied. The DRM will cost out requested services from the FK Form 3663-E. The DRM will require a single Military Interdepartmental Purchase Request (MIPR) 3 weeks before unit's arrival.

        (a) Ensure that the following blocks of FK Form 3663-E comply with the timelines delineated in Appendix B: Blocks 1, 2, 3, 4, 5, 6, 14, 17, 18, 19, and 21.

        (b) Ensure that the remaining blocks comply with suspenses listed in D-4b(7).

        (2) Submit a written memorandum to G3/DPTM Support Branch where FK Form 3663-E is inappropriate. This request should follow the procedures listed in Chapter 5 (Training Support). This memorandum must include the heading information listed in D-6d(1), and most importantly, must designate a single POC for their unit/activity, to include office symbol, e-mail address, secure and unsecure fax numbers, and telephone number.

        (3) Confirm the receipt of the request by G3/DPTM Support Branch. Support Branch will issue this request a local administrative tracking number (TR#). Further questions regarding the requests should refer to this TR#.

(4)　Notify G3/DPTM Support Branch of changes in the POC, office symbol, e-mail address, secure and unsecure fax numbers, and telephone number of the POC.

(5)　Comply with AR 614-11 before tasking. Ensure that selected personnel meet all requirements of the position(s) to be supported/filled, and that those selected best represent the installation and U.S. Army. Be prepared to replace all soldiers unqualified for the task.

(6)　Ensure that all changes to the initial request are submitted in a written memorandum form.

(7)　Support Request Suspense Calendar.　The following list of actions and associated suspenses is provided to assist units planning training at Fort Knox. Each action is referred to appropriate paragraph or Fort Knox regulation. Support Branch can provide electronic copies of these documents. NOTICE: The suspenses listed are the times the appropriate forms must reach the Fort Knox agency.

Action	Reference	Suspense	Status
RC support request FK Form 3663-E	this appendix, paragraph D-6d	Scheduled during Scheduling Conference	_____
Ammunition forecasts	Fort Knox SOP 2-98	NLT 100 days before AT	_____
Ammunition requisitions	Fort Knox SOP 2-98	NLT 30 days before AT	_____
AT evaluation requirements	Chapter 5, paragraph 5-4c(2)	NLT 100 days before AT	_____
Requests for separate dining facilities and billeting	USARC Suppl to AR 30-1	NLT 100 days before AT	_____
Ration requests for the first 7 days	USARC Suppl to AR 30-1	NLT 90 days before AT	_____
Requests for tactical roadmarch routes	USAARMC Reg 385-22	NLT 30 days before AT	_____
Request for cadre training	Chapter 5	NLT 10 months before AT	_____
Requests for tactical radio frequencies	NA, contact Fort Knox DOIM	NLT 45 days before AT	_____

Action	Reference	Suspense	Status
Tactical roadmarch overlays due	USAARMC Reg 385-22	NLT 1 week before AT	_____
Requests for portable latrines	NA, contact Fort Knox Support Br	NLT 45 days before AT	_____
Reimbursement MIPRs	Fort Knox DRM Memo, 5 Jan 99	NLT 30 days before AT	_____
Advance party arrival		NLT 1300 Thursday before AT or Friday for all others	_____
Alpha roster		Submitted by advance party	_____

D-5.   Policies.

a.   G3/DPTM, USAARMC will support all requests for support from RC organizations when resources permit.   All support requests must include funding data.   If funding is not available, support will not be provided.   Submit normal tasking requirements to ATZK-PTO NLT 110 days from start date.   This allows sufficient time to do analysis to determine which installation/agency will support or which tasking requirement to support.   Sufficient time is needed to consider requests for relief, or to retask to another unit/directory, or request assistance from another installation.

b.   Organizations requesting support should use e-mail, Army distribution, certified, or facsimile to forward FK Form 3663-E to:

> Commander
> U.S. Army Armor Center and Fort Knox
> ATTN: ATZK-PTO-B
> Fort Knox, KY 40121-5000

D-6.   Procedures for Request for Support.

a.   Written requests for support should be received at least 90 days before support is required.   This allows tasked commander to receive 12 weeks notification in order to plan unit training schedules per FM 25-100.   Requests that do not allow 90-day lead time are considered "late" taskings and compete for limited resources and may not be supported.

b. Other than those directed by Commanding General, USAARMC, "late" requests for support will require an attached memorandum of lateness. This memorandum will explain the justification of this request in terms of importance to a mission directed by Commander, USAARMC, TRADOC, or DA, and/or the loss resources by Fort Knox's denial of this support. This memorandum will be signed by the first O-5 within unit/activity. Short notice requests will be reviewed for validity and will be considered candidates for non-support. (Non-DOD organizations are exempt from the signatory requirement but are subject to the same scrutiny for nonsupport.)

c. Requesting activities will ensure support requirements are the absolute minimum and are validated before submitting to USAARMC G3/DPTM.

d. Reserve Component Support Requests. Instructions for completing FK Form 3663-E are as follows:

(1) Headings.

(a) From. This is the requesting unit's complete address.

(b) UIC. The unit identification code.

(c) MUSARC/STATE. The requesting unit's highest headquarters.

(d) Unit Commander. Self explanatory.

(e) Unit Point of Contact. This is a knowledgeable soldier that can make decisions on training requirements and the logistical support.

(f) Telephone Number. Unit POC telephone number.

(g) Total OFF. Total officer personnel training.

(h) Total ENL Total enlisted personnel training.

(i) Arrive and Depart Date. To include arrival and depart date of advance party; i.e., 15 January 1999.

(2) Range Requirements.

(a) Range. Units should refer to USAARMC Reg 385-22 for guidance. Complete if known, leave blank if not known.

(b)   Weapons. List nomenclature of weapon/vehicle.

(c)   Ammunition. List type of ammunition that will be fired; i.e., HE, SABOT, Ball, 4-1 mix Ball/Tracer practice).

(d)   From Date/Start Time/To Date/End Time. Example: 24 January 1999, 0800 to 25 January 1999, 1500. From date/start time is the time that unit representatives will be on the range to accept responsibility from G3/DPTM Range Control. This is a fixed time that G3/DPTM Range Control will provide a Range Technician to conduct a joint inspection with the unit for occupation. (If the unit occupies the range without a joint inspection the unit takes full responsibility for the range). To date/end time is an estimate when the unit will complete training. This is used for planning purposes and may be adjusted if time permits and range is available.

(e)   # of Firers. Total number of soldiers that will fire on the requested range.

(3)   Training Area Requirements.

(a)   Training Area. Preferred range training area if known. Request by hunting area if possible. Use Fort Knox Special Map 1:50,000.

(b)   Weapons. See Range Requirements, block 1.

(c)   Ammunition. List pyrotechnics, if used, that will be available in the training area. If more space is needed use block 22, page 4 or list on separate page attached to support request. Live ammunition will not be carried in training areas. See USAARMC Reg 385-22 for further guidance on use of pyrotechnics in the training areas.

(d)   From Date/Start Time to Date/End Time. See Range Requirements, block 1.

(e)   # of Pers. Total number of soldiers that occupy the training area.

(4)   Firing Points Requirements.

(a)   Firing Point. Preferred firing point if known. Use Fort Knox Special Map 1:50,000.

(b)   Weapon. See Range Requirements, block 1.

(c)   Ammunition. See Range Requirement, block 1.

(d)   From Date/Start Time to Date/End Time. See Range Requirements, block 1.

(e)   # of Pers. Total number of soldiers that occupy the training area.

D-5

(5)   Bivouac Site Requirements.

(a)   Bivouac Site. Range bivouac site preference if known. Use Fort Knox Special Map 1:50,000.

(b)   From Date/Start Time to Date/End Time. See Range Requirements, block 1.

(c)   # of Pers. Total number of soldiers that occupy the bivouac site.

(6)   Range Safety Certification Class.

(a)   Date. Date requesting class.

(b)   # of Pers. Number of personnel attending.

(7)   HET Vehicle Support. If yes, submit HET request form, which can be obtained from Support Branch (see annex 1 to appendix B).

(8)   Wash Rack Requirements.

(a)   Date/Time. This is when requesting unit plans on occupying the wash rack. Coordination is through G3/DPTM RCSS. Failure to comply with request may cost requesting unit civilian overtime.

(b)   Amount of Time Needed. Time required, broken into 15-minute intervals; i.e.; 1 hour 30 minutes, 1 hour 45 minutes.

(c)   # of Wheels. Self explanatory.

(d)   # of Tracks. Self explanatory.

(e)   Check the Wash Rack Needed. Preference of wash racks, if known.

(9)   Medical Requirements. Medic support for unit training is limited to live fire exercises only. Units are required to have unit members medically trained. Fort Knox currently conducts a 1-day medical certification the first Saturday of the month. This certification will allow units to use Fort Knox ranges using the unit's own assets. Units should contact the Support Branch for assistance.

(a)   From Date. Self explanatory.

(b)   To Date. Self explanatory.

(c)   Location Required. Specify reporting location.

(d)   Medic. Unit commander must submit memorandum stating that they do not have any medics or Combat Lifesaver (CL) to support the training requirements.

(e)   FLA. Field Litter Ambulance must be received by the unit's advance party.

(10) Portable Latrines. All units desiring porta-latrines should use their International Merchant Purchase Authorization Card (IMPAC). The unit must provide the coordinates to the contracting vendor NLT 30 days before training event. Units should contact the RCSS for assistance.

(a)   # Required. Self explanatory.

(b)   # of Pers. Self explanatory.

(c)   Required Date/Time. Self explanatory.

(d)   Turn-In Date/Time. Self explanatory.

(e)   Location. Example: TA 8, Ditto Hill Range.

(11) Fuel. Requesting unit must submit a MIPR to DRM, Budget Office before training event.

(a)   Diesel. Specify number gallons required.

(b)   MOGAS. Specify number gallons required.

(c)   JP-8. Specify number gallons required.

(12) Satellite Dining Facility Support. If more space is required use block 22, page 4, or attach requirements to the FK Form 3663-E. Units must pick up Class I, no delivery is available. Units that request Class I are responsible for accurate headcount. Ensure you indicate date and time for pick up.

(a)   Date Required. Self explanatory.

(b)   # of Breakfast. Self explanatory.

(c)   # of Lunch. Self explanatory.

(d)   # of Dinner. Self explanatory.

(e)   Remarks. Indicated if unit is requesting sack lunch or mermite Class I.

(13) TMP Non-Tactical Vehicle Support. IDT ONLY: Units may provide their own qualified bus driver from 1400, Fridays to 0600, Mondays. A qualified driver must carry a military bus license, civilian license, and a Defensive Driving Class (DDC) certificate card. DDC classes are offered through MP Crime Prevention. AT ONLY: Units will not be allowed to use their own drivers. Transportation Motor Pool (TMP) will provide drivers.

(a)   Type Vehicle Required. Bus, sedan, van, or pick-up truck. Bus itinerary must be received NLT 15 days before training event. Late requests are subject to civilian overtime.

(b)   From Date/Time. Self explanatory.

(c)   To Date/Time. Self explanatory.

(d)   # Pers To Be Transported. Self explanatory.

(14) Equipment Requested. All AT units must submit a FORSCOM Form 156-R (Annual Training Equipment Requirements) through their headquarters a minimum of 150 days before AT.

(a)   Nomenclature. Self explanatory.

(b)   Qty. # needed for training.

(c)   Pick-Up Date/Time. Self explanatory.

(d)   Turn-in Date/Time. Self explanatory.

(15) MILES Equipment Requested. If yes, submit MILES request form, which can be obtained from Support Branch.

(16) Barracks Requirements. This information is used to coordinate and schedule billeting. Accuracy is important for this scheduling.

(a)   # of Male Soldiers. The number of male soldiers to occupy barracks.

(b)   # of Female Soldiers. The number of female soldiers to occupy barracks.

(c)   Total. Total number of soldiers to occupy barracks.

(17) Building Requirements. Units should request only required buildings to support the mission.

(a)   How Many. Self explanatory.

(b)   Required Date/Time.   The time the requesting unit requires for use of the building. Allow time for set-up.

(c)   Turn-In Date/Time. The time the building will be prepared for turn-in. Allow time for clean up.

(d)   Orderly Room. Orderly rooms for headquarters only.

(e)   Supply Room. Indicate if an arms room is required.

(f)   Dining Facility. Must supply own food and cooks (use block 11 for satellite dining support).

(g)   Classroom. Indicate number of personnel to occupy. If a special classroom is required indicate in block 22.

(h)   Maint Bldg. Indicate with or without crane.

(i)   Motor Pool. Indicate number of track and/or number of wheel vehicles.

(18) NBC Chamber. Unit must provide their own qualified instructor.

(a)   Date/Time Block. Self explanatory.

(b)   # of Pers. Number of personnel to be trained.

(c)   Type of Training that will be Conducted by Unit. Self explanatory.

(19) Mobile Training Team (MTT). Requesting units' headquarters must approve the fund site to fund travel and per diem. MTTs will not be requested without approved fund site.

(a)   Training Required. Self explanatory.

(b)   Training Location. Self explanatory.

(c)   Start Date/Time. When the MTT is to conduct the requesting unit training or certification.

(d)   Completion Date/Time. Estimated time the MTT will complete.

(e)   MOS.   The MOS of the MTT, include special identifiers; i.e., drill sergeant "XI."

(f)   # of Instr Required. The number of instructors requested to conduct the MTT.

(g)   # Pers to be Trained. The number of unit personnel who will receive training.

(20) TSFO Trainer. Two trainers available, one at Skidgel (automatic) and one at Holder (manual). You must indicate the type of training required; i.e., WORM FORMULA, BASIC CALL FOR FIRE. Minimum of 15 personnel will be trained at one time.

(a)   Which Trainer. Self explanatory.

(b)   Start Date/Time. Self explanatory.

(c)   End Date/Time. Self explanatory.

(d)   # of Pers. The number of unit members who will receive training.

(e)   MOS of Pers. MOS of personnel attending class.

(21) Maintenance, Wheel, and Hull Automotive Trainer.

(a)   Type of Trainer. Self explanatory.

(b)   Start Date/Time. Self explanatory.

(c)   End Date/Time. Self explanatory.

(d)   # of Pers to be Trained. The number of unit personnel who will receive training.

(e)   MOS of Pers to be Trained. Self explanatory.

(f)   Rank of Pers to be Trained. 10, 20, or 30 level.

(22) Simulation Requirements. Indicate start and end time per each date, please no block times.

(a)   Type of Simulator. MWSTC (SIMNET), Ml/M1A1/PGT/COFT, M3 COFT, TDS, BBS and JANUS.

(b)   # Required. This is the number of each type simulator that is required to meet the training mission; i.e., 10 Ml COFT, 15 Ml SIMNET trainers, 1 TOC.

(c)   From Date/Time.   The time the requesting unit is to start training on the simulation. This time is used to schedule facility and simulator. Late arrival of unit could result in civilian overtime being charged to the unit.

(d)   To Date/Time. This is used for planning the closure of the facility. Not ending in allotted time could result in civilian overtime being charged to the unit.

(e)   # of Pers. The total number of troops who will be using the facility.

(f)   # of IOs. Available only to units without IOs.

(g) OC Team: YES OR NO. Self explanatory.

(23) Other. Use this block to provide additional information on any of the above subjects. Explain your unit training needs and requirements. If more space is needed, attach an enclosure to the FK Form 3663-E.

Appendix E
Sergeant's Time Training (STT)

E-1. Purpose. To prescribe policies, define responsibilities, and establish procedures for the conduct of STT on Fort Knox.

E-2. Training. Sergeant's Time Training will be:

a. Conducted each week on Thursday for at least 5 continuous hours from 0700-1200. The first colonel level commander in the chain of command or the Commandant, NCO Academy may authorize units to conduct this training on different days, times and/or less frequently to protect training and direct training support scheduled per POIs.

b. Given by NCO leadership to their soldiers (crews, squads, sections, and teams) on METL related tasks.

c. Used as a link between individual and collective training.

E-3. Policies. The commander will ensure:

a. Total leadership involvement.

b. Dedicated time.

c. One hundred percent participation at battalion level.

d. Single, uninterrupted training periods.

e. Effective programming.

f. Emphasis on linking individual and collective tasks.

E-4. Other Considerations.

a. Commanders should not limit STT to tasks taught at the lowest level. Other training that commanders may allow includes squad, crew, and team drills.

b. All leaders are first-line leaders of their immediate subordinates.

c. Soldiers in the following categories are exempt from participation:

(1) TDY.

        (2)   Hospitalized.

        (3)   Excused by a commander in the rank of colonel or above.

        (4)   Students, in or out processing from Fort Knox.

    d. Sergeant's Time Training will be scheduled on a training schedule and be submitted to each Brigade/Regimental S-3 at least 30 days before training.

Appendix F
Medical

TO BE PUBLISHED.

Appendix G
References

These are the sources quoted or paraphrased in this publication.

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Appendix H
Glossary

This is an explanation of abbreviations and terms.

AAN	Army After Next
AAR	after action review
AC	Active Component
ACTG	Annual Command Training Guidance
AGAR	Abbreviated Ground Accident Report
AGTS	Advanced Gunnery Training System
AIDS	Acquired Immune Deficiency Syndrome
AMC	United States Army Materiel Command
ANCOC	Advanced Noncommissioned Officers' Course
APFT	Army Physical Fitness Test
APIC	Army Performance Improvement Criteria
APO	Assignment of Personnel Overseas
AR	Army Regulation
ARI	Army Research Institute
ASIOE	associated support items of equipment
AT	annual training
ATE	automatic test equipment
BBS	Battalion/Brigade Battle Staff Simulator
BCT	Basic Combat Training
BII	basic issue items
BNCOC	Basic Noncommissioned Officers' Course
BOIP	basis-of-issue plan
BRAC	Base Realignment and Closure
CCTT	Close Combat Tactical Trainer
CFV	Cavalry Fighting Vehicle
CIF	Central Issue Facility
CIIP	clothing initial issue point
CL	Combat Lifesaver
COFT	Conduct of Fire Trainer
CONUS	continental United States
CRC	CONUS Replacement Center
CS	combat support
CSA	Chief of Staff, United States Army
CSM	command sergeant major
CSS	combat service support
CTT	Common Task Test
CUCV	Commercial Utility Cargo Vehicle

DA	Department of the Army
DAMPL	Department of the Army Master Priority List
DBOS	Directorate of Base Operations Support
DENTAC	Dental Activity
DFD	Directorate of Force Development
DOD	Department of Defense
DRM	Directorate of Resource Management
DSN	Defense Switched Network
DTDD	Directorate of Training and Doctrine Development
EIA	Excellence in Armor
EIC	Excellence in Cavalry
ENL	enlisted
EOA	Equal Opportunity Advisor
EOR	Equal Opportunity Representative
ESB	Enhanced Separate Brigade
ETS	expiration term of service
FC	Fielding Commands
FDTE	force development testing and experimentation
FM	field manual
FORSCOM	United States Army Forces Command
FP	Force Package
FSP	Force Support Package
FUED	first unit equipped date
FY	fiscal year
G3/DPTM	G3/Directorate of Plans, Training, and Mobilization
HET	heavy-equipment transporter
HIV	Human Immunodeficiency Virus
HMMWV	High Mobility Multipurpose Wheel Vehicle
HQ	Headquarters
IDT	inactive duty training
IMPAC	International Merchant Purchase Authorization Card
JET	Junior Enlisted Travel
LCSM	life cycle system management
LEC	Law Enforcement Command
MACOM	major Army command
MATDEV	materiel developers
MATES	Mobilization and Training Equipment Site
METL	mission essential task list
MFP	materiel fielding plan
MHE	materials handling equipment
MILES	Multiple Integrated Laser Engagement System
MIPR	Military Interdepartmental Purchase Request

MLRS	Multiple Launch Rocket System
MMRB	Military Medical Review Board
MMT	Mounted Maneuver Training
MOA	memorandum of agreement
MON	memorandum of notification
MOS	military occupational specialty
MOU	memorandum of understanding
MP	military police
MRL	materiel requirements list
MRP	Medical Readiness Program
MSC	major subordinate command
MSP	mission support plan
MTAC	Master Training and Activities Calendar
MTOE	modification table of organization and equipment
MTP	mission training plan
MTS	master training schedule
MTT	Mobile Training Team
MUSARC	Major United States Army Reserve Command
MWSTC	Mounted Warfare Simulation Training Center
NA	not applicable
NBC	nuclear, biological, and chemical
NCO	noncommissioned officer
NCOA	Noncommissioned Officer Academy
NCOES	Noncommissioned Officer Education System
NCOPD	Noncommissioned Officer Professional Development
NETP	new equipment training plan
NIR	no instructions required
NLT	not later than
NMIB	new materiel in-briefing
O&T	Operations and Training
OC	observer controller
OCONUS	outside continental United States
ODP	Officer Development Program
OFF	officer
OML	Order of Merit List
OPFOR	opposing forces
OPTEMPO	operation tempo
Pam	pamphlet
PAO	Public Affairs Office
PBAC	Program Budget Advisory Committee
PEO	Program Executive Office
PGS	Precision Gunnery System

PGT	Platoon Gunnery Trainer
PLDC	Primary Leadership Development Training
PM	program manager
PMI	preliminary marksmanship instruction
POC	point of contact
POI	program of instruction
PT	physical training
QPR	quarterly performance review
QTB	quarterly training brief
QTG	quarterly training guidance
RATSS	Resource and Training Scheduling System
RAWL	rotation amber warning lights
RC	Reserve Component
RCSS	Reserve Component Support Section
RFMSS	Range Facility Management Support System (RFMSS)
ROTC	Reserve Officers' Training Corps
SAEDA	Subversion and Espionage Directed Against United States Army
SAF	Semi-Automated Forces
SATB	Semiannual Training Brief
SGLI	Servicemen's Group Life Insurance
SINCGARS	Single Channel Ground and Airborne Radio System
SNL	standard name line
SOP	standing operating procedure
SSN	social security number
STT	Sergeant's Time Training
TAIR	Total Army Involvement in Recruiting
TASS	Total Army School System
TATS	Total Army Training System
TCS	temporary change of station
TDA	tables of distribution and allowances
TDS	Tank Driver Simulator
TDY	temporary duty
TMDE	test, measurement, and diagnostic equipment
TMP	transportation motor pool
TPF	total package fielding
TPS	test program sets
TRADOC	United States Army Training and Doctrine Command
TSFO	Training Set Fire Observation
TSM	TRADOC System Manager
TSV	Thru-Site Video
TWGSS	Tank Weapons Gunnery Simulation System
UCMJ	Uniform Code of Military Justice

UIC	unit identification code
US	United States
USAARMC	United States Army Armor Center
USAARMS	United States Army Armor School
USAREC	United States Army Recruiting Command
USMC	United States Marine Corps
VAMOSC	visibility and management of operating and support costs
XO	executive officer