

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5735**

**USASC&FG Regulation
No. 350-6**

22 August 2007

**Training
ACADEMIC TRAINING SCHEDULES**

Summary. This regulation prescribes the methods to be used in preparing, processing, and filing Master Training Schedules (MTS)/Weekly Training Schedules within the training departments of the United States Army Signal Center and Fort Gordon (USASC&FG).

Applicability. This regulation applies to all resident, military occupational specialties, additional skill identifiers, functional officer, and noncommissioned officer professional development Signal courses within USASC&FG. Commanders are authorized to establish methods and procedures which will best suit the needs of their organizations. However, those methods and procedures must comply with the spirit and intent of this regulation

Supplementation. Issue of supplements to this regulation is strictly prohibited without approval from Headquarters, United States Army Signal Center and Fort Gordon.

Suggested improvements. The proponent of this regulation is the Directorate of Training (DOT). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-DT, Fort Gordon, Georgia 30905-5735 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to installation AIEP coordinator.

Availability. This publication is only available at the USASC&FG publications web site at <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>

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*This regulation supersedes USASC&FG Regulation 350-6, 22 October 1992.

1. **Purpose.** This regulation prescribes the methods to be used in preparing, processing, and filing Master Training Schedules (MTS)/Weekly Training Schedules within the training departments of the United States Army Signal Center and Fort Gordon (USASC&FG). The objectives are to establish and maintain standards and uniformity for academic training schedules throughout USASC&FG.

2. **References.** Required and related publications are listed in Appendix A.

3. **Explanation of abbreviations.** Abbreviations used in this publication are explained in the glossary.

4. **Responsibilities.**

a. The training departments have overall responsibility for the preparation of the MTS/Weekly Training Schedules used in courses of instruction, and will approve all MTS and revisions.

b. Training Departments will:

(1) Ensure that the recommended sequence established in the Course Management Plan (CMP) and method of instruction utilizing Automated System Approach to Training (ASAT) conforms to the programs of instruction (POI).

(2) Furnish one copy of the MTS to the Resident Training Management Branch, DOT.

(3) Furnish one copy of the MTS to the Chief of Quality Assurance Office.

(4) Maintain a file for all MTS within the department.

5. **PREPARATION.**

a. **Master Training Schedule.** Master training schedule will be prepared for all courses prior to implementation. Please see figure one, for suggested format. Commanders and Directors will ensure all data elements in figure one, are included in the MTS. The MTS will be approved and signed by the Division/ Course chiefs, and become effective on date of approval. Master Training Schedules will be prepared on 8 ½ by 11-inch bond paper for each approved course.

b. Identifying reference for training films, Computer Based training (CBT), etc., will be shown after the applicable lesson plan title. The United States Army Training and Doctrine Command (TRADOC) Instructional Systems file number used to prepare the lesson plan may be inserted in parentheses after lesson plan title, if desired.

c. **Weekly Training Schedules.** FG Form 6561 (Academic Weekly Training Schedule) at figure two will be based on the approved MTS. Hours reflected in block Pd/1 of form will be extracted from the approved MTS. FG Form 6561 is available on the Fort Gordon Publication website: <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>. The following information will also be entered on FG Form 6561:

(1) Course.

(2) Lesson plan # (LP#).

(3) Class/group number.

(4) Week of Instruction.

(5) Effective date (inclusive)

(6) Building, Classroom, or training area where instruction will be conducted.

(7) Makeup training or temporary changes in instruction in accordance with (IAW) TRADOC Reg 350-6 or USASC&FG Reg 350-5.

(8) Number of the instructor assigned to each period of instruction. (Instructor number [not name] will be inserted in each period.) Note: Utilize the back of the schedule or continuation sheet if more space is needed for additional input.

(9) Method of instruction.

(10) Remarks, if necessary.

(11) Date of approved MTS (in remarks section).

(12) Signature of division/course chief.

6. **PROCESSING.**

a. Master Training Schedule. Resident Training Management Branch (RTMB) will also verify that the sequence and method of instruction conform to the POI.

b. Weekly Training Schedules.

(1) All Academic Weekly Training Schedules will be prepared at least three Working days prior to the effective date.

(2) Weekly Training Schedule requires approval of the appropriate division/course chief and will be distributed as directed in Section 5, of this regulation.

7. **REVISIONS.**

a. If a change to the MTS is needed or it cannot be followed, it will be addressed to the Chief, Training Management Division, DOT five working days prior to approval of implementation.

b. Any suggested changes in the MTS resulting in increased/decreased resources (funds, manpower, space, ammunition, equipment, or facilities) including ICH computations must be submitted to the Directorate of Training. If revision of the POI is required, the Chief, Training Management Division, DOT will submit request to TRADOC for approval.

c. Changes to approved Weekly Training Schedules concerning instructors, sequence of instruction, building, area, etc., will be posted by the first-line supervisor. When changes are made, a line will be drawn through the old item (name, area, etc.). The reason(s) for changes will be entered on the back of the schedule. All changes will reflect the hour and day of the affected change.

8. DISPOSITION.

a. Master Training Schedules will be filed IAW the Army Records Information Management System (ARIMS).

b. The RTMB Branch, Training Management Division, DOT will maintain a master file for all MTS within USASC&FG.

c. Training departments will file/maintain copies of the MTS for courses within their respective department IAW ARIMS.

d. Divisions within the training department will file/maintain copies of Weekly Training schedules (including all changes), within their divisions IAW ARIMS.

e. Course/division chiefs will use the completed MTS to verify that all POI/MTS hours were trained/made up.

f. Courses will dispose of Weekly Training schedule 30 days after respective group graduates.

g. One copy of each Weekly Training Schedule will be forwarded to Internal Evaluation Branch, Quality Assurance Office to arrive not later than close of business each Friday prior to the week instruction is to be presented.

APPENDIX A

REFERENCES

TRADOC Regulation 350-6	Enlisted Initial Entry Training (IET) Policies and Administration
TRADOC Regulation 350-70	Systems Approach to Training Management, Processes, and Products
FM 7-0	Training the Force
FM 7-1	Battle Focused Training
AR 25-400-2	The Army Records Information Management System (ARIMS)
FG Form 6561	Academic Weekly Training Schedule

**APPENDIX B
GLOSSARY**

Abbreviations

AIEP

Army Ideas for Excellence Program

ASAT

Automated System Approach to Training

CBT

Computer Based Training

CMP

Course Management Plan

DA

Department of the Army

DOT

Directorate of Training

IAW

In accordance with

LP

Lesson plan

MTS

Master Training Schedules

POI

Programs of Instruction

RTMB

Resident Training Management Branch

ARIMS

The Army Records Information Management System

TRADOC

United States Army Training and Doctrine Command

USASC&FG

United States Army Signal Center and Fort Gordon

MASTER TRAINING SCHEDULE
000-25N30 JOINT NODAL NETWORK OPERATOR/MAINTAINER BNCOC
REGIMENTAL NCO ACADEMY (Resident)
FORT GORDON, GEORGIA 30905-5491

Date: 8 Feb 2006
POI VERSION: XXXXXXX

Effective Date: 8-Feb-06
Effective for Class: (Write In) 25N001-06

ACADEMIC HOURS	LESSON PLAN TITLE	LESSON NUMBER	HOURS & METHOD OF INSTRUCTION			
Module P NETWORKING ESSENTIALS PART1 (RNCOA)						
1 - 5	What is a Computer Network	25N30P01	1	0.1	CO	
				2.6	CO	
				1.6	P3	
				0.6	PE	
			5.0	0.1	CO	
6 - 10	Network Topology	25N30P02	1	0.1	CO	
				1.0	CD	
				1.2	CO	
				1.0	CP	
				1.2	P3	
			4.6	0.1	CO	
11 - 15	Network Hardware	25N30P03	1	0.1	CO	
				2.9	CO	
				2.0	P3	
			5.1	0.1	CO	

This MTS reflects the sequence of instruction but does not necessarily reflect the week, day or hour a student receives the instruction.

DATE APPROVED: _____

APPROVED: _____
 JOHN J. DOE
 CSM, USA
 Commandant

260-25N30

(EXAMPLE)

Figure 1. Master Training Schedule

ACADEMIC WEEKLY TRAINING SCHEDULE										
FG Suppl 1 To TRADOC Reg 350-6										
COURSE: CABLE SYSTEM INSTALLER/MAINTAINER PHASE: FIELD WIRE BRANCH, CUC DIV, (25L10)								WEEK: 3 GROUP: 15		
LEGEND: Pd/I- Period of Instruction B/A- Building/Area								CLASS: 001-06 EFFECTIVE: 15-19 MAY 06		
H R	Monday		Tuesday		Wednesday		Thursday		Friday	
	ARMY VALUES		ARMY VALUES		ARMY VALUES		ARMY VALUES		ARMY VALUES	
	Pd/1	B/A	Pd/1	B/A	Pd/1	B/A	Pd/1	B/A	Pd/1	B/A
	65	10B	73	10B	81	10B	89	10B	97	10B
1	B1L2 SSI LAB 1,2 PE		B4L2 TBLSHT SSI LAB 1,2 CO/PE		C1L1 TD-1233/1234 4,5 CO		C1L7 TA-1042/MUX 4,5 CO/DM		C1L9 TELE/MUX LAB 4,5 PE	
	66	10B	74	10B	82	10B	90	10B	98	10B
2	B1L2 SSI LAB 1,2 PE		B4L2 TBLSHT SSI LAB 1,2 PE		C1L1 TD-1233/1234 4,5 CO		C1L8TA-1042/MUX LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE	
	67	10B	75	10B	83	10B	91	10B	99	10B
3	B1L2 SSI LAB 1,2 PE		B4L2 TBLSHT SSI LAB 1,2 PE		C1L2 TD-1233/1234 LAB 4,5 CO/PE		C1L8TA-1042/MUX LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE	
	68	10B	76	10B	84	10B	92	10B	100	10B
4	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L2 TD-1233/1234 LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	69	10B	77	10B	85	10B	93	10B	101	10B
5	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TS-3647 4,5 CO/CD		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	70	10B	78	10B	86	10B	94	10B	102	10B
6	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TS-3647 LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	71	10B	79	10B	87	10B	95	10B	103	10B
7	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TA-838 4,5 CO/CD		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
	72	10B	80	10B	88	10B	96	10B	104	10B
8	B1L2 SSI LAB 1,2 PE		B5L1 TEST SSI 1,2 CO/TE		C1L4 TA-838/MUX LAB 4,5 CO/PE		C1L9 TELE/MUX LAB 4,5 PE		C1L9 TELE/MUX LAB 4,5 PE	
Remarks: MTS Approval date: 4 Oct 05										
Instructors:										
1										
2										
3										
4										
5										
6										
7										
8										
APPROVED: s/s Original Signed C, FWB, CUC Div, BCS Dir, 15 th Sig Bde										

FG Form 6561

(Replaces FGSIGS Form 3)

(EXAMPLE)

Figure 2. Academic Weekly Training Schedule

22 August 2007

USASC&FG Reg 350-6

(ATZH-DT)

FOR THE COMMANDER:

OFFICIAL:

JACKIE J. BRYANT
Colonel, GS
Chief of Staff

/original signed/
W.H. SHARPE
Director, Human Resources

DISTRIBUTION:

<http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>