

Training
ADMINISTRATION OF DIRECTORATE OF LOGISTICS(DOL), MAINTENANCE DIVISION
ON-THE-JOB TRAINING (OJT) PROGRAM AVIATION SERVICES BRANCH

SUPPLEMENTATION. Supplements to this publication will not supercede, change, rescend, or duplicate higher level command policy. When an addition, change, or deletion is needed, the first consideration will be given to changing the basic document.

SUGGESTED IMPROVEMENTS The proponent of this regulation is the DOL, Maintenance Division, Aviation Services Branch. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DL- MNT-AC.

REQUIREMENTS IMPACTING ON UNIT COMMANDERS Requirements impacting on unit commanders are located in block 2a, this regulation.

OVERVIEW

1

Purpose This regulation sets up a standard procedure for the Aviation Services Branch to aid commanders in

- improving skills and qualifying soldiers for the skill qualification test (SQT) and
- providing military occupational specialty (MOS) related OJT to specified soldiers for specific periods of time.

1a

Applicability This regulation applies to soldiers assigned to units at Fort Hood or units that are within the Fort Hood area of responsibility according to AR 5-9 (Interaservice Support Installation Area Coordination) that do not have the

- expertise
- tools
- variety of equipment to properly train maintenance personnel, and
- maintain the necessary MOS-proficiency.

1b

RESPONSIBILITIES

2

Training The unit desiring training

- initiates a request for training on an informal memorandum (see appendix B)
- is responsible for the
 - soldier
 - administration
 - operation, and
 - Uniform Code of Military Justice (UCMJ).

(continued on next page)

*This regulation supersedes FH Regulation 350-17, 20 July 1986.

Training
(Continued)

Request must contain

- name
- rank
- social security number (SSN)
- MOS of individuals to be trained
- period involved
- effective date, and
- designation of point of contact (POC) and phone numbers.

The unit is to be advised immediately should the training or period requested conflict with on-going operations.

2a

DOL,
Maintenance
Division
Aviation
Services
Branch

The Aviation Services Branch

- initiates a Memorandum of Understanding (MOU) between the
 - unit concerned and
 - Aviation Services Branch (see appendix A)
- provides through Aviation Services Branch contractor for hands-on OJT and instruction by journeyman mechanics to applicable soldiers
- sets up procedures and controls to make sure that all soldiers are accounted for daily.

2b

PROCEDURES

3

Request for OJT

The commanding officer of a unit desiring OJT for their soldiers must initiate a request to the Aviation Services Branch, stating the

- type of OJT required
- number of soldiers to be trained, and
- effective date and period desired.

A POC must be designated.

3a

Coordination

Full coordination with each unit is conducted throughout the training period.

3b

Training
Certificates

When training is completed, certificates are issued.
Aviation Services Branch

- returns soldiers to their units and advises the commanding officer.

3c

30 May 1991

FH Reg 350-17

FOR THE COMMANDER:



STEPHEN J. BERTOCCHI
LTC, SC
DOIM

PAUL T. WEYRAUCH
Brigadier General, GS
Chief of Staff

2 Appendix
A-Memorandum of Understanding Format
B-Request for Training Format

DISTRIBUTION:
IAW FH Form 1853
PLUS: AFZF-DL-MNT-AC (75)
IM-Pubs (100)
IM-AO (2)
IM-ARL (1)

APPENDIX A

MEMORANDUM OF UNDERSTANDING FORMAT

1. **PURPOSE:** This document represents an agreement between the Aviation Services Branch and _____ for the Aviation Services Branch contractor to provide MOS-related OJT for the following named soldiers of the _____. This agreement describes the necessary administrative support required to accomplish this program.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>MOS</u>
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2. **PERIOD INVOLVED :** _____ Days. This MOU may be modified or terminated immediately by either party.

3. **EFFECTIVE DATE :** Training identified by the MOU begins on or about _____ and proceed through _____.

4. **OBJECTIVE :** This MOU authorizes a program for OJT of above named soldiers and establishes a procedure for properly accounting for soldiers who require this training. This "hands-on" training makes sure of the retention of primary skills proficiency that would not otherwise be possible.

5. **PERSONNEL, ADMINISTRATION AND LOGISTICS SUPPORT :**

a. Representative signing below agrees to :

(1) Designate POC for the scheduling of required training.

(2) Establish appropriate procedures and controls to make sure soldiers are accounted for daily.

b. The Aviation Services Branch agrees to :

(1) Coordinate MOUs with the Aviation Services Branch contractor and military units desiring OJT.

(2) Fully explain the duty hours to each soldier. Normally, soldiers attached to the Aviation Services Branch for training under this MOU are required to be on duty from 0730-1600 Monday through Friday except on holidays.

(3) Make sure that a certificate of training is issued when training is completed and soldier is returned to their unit.

c. The Aviation Services Branch contractor agrees to :

(1) Post a work/training schedule in an area accessible to the soldier.

(2) Fully explain to each soldier what standards are expected in appearance, performance and conduct, and enforce these standards.

(3) Fully explain to each soldier the necessary procedures for authorized absences.

(4) Provide leadership. (Set an example, keep individual soldiers well informed.)

(5) Act quickly and fairly on any substandard performance or breach of discipline. Breaches of discipline noted by Aviation Services Branch contractor are documented and referred to the contracting officer's representative for appropriate action.

(6) Be sure that a responsible person is assigned within the immediate work area to supervise OJT soldiers.

d. _____ agrees to :
(military unit entering into agreement)

(1) Retain responsibility for all matters concerning the soldier, administration, operation, and UCMJ.

(2) Make sure that soldiers to receive OJT have sufficient retainability for the training to be beneficial.

(3) Make sure that soldiers are released from unit duty during period of OJT.

e. Soldiers receiving OJT from the Aviation Services Branch remain members of their units of assignments and are required to conform to unit policies and standards, unless otherwise specified. The unit retains responsibility for all matters concerning the soldier, administration, operations, and discipline.

6. POC :

a. Aviation Services Branch Contracting Officer's Representative (COR) 288-3597/7-2901.

b. Unit POC : _____

FOR THE DIRECTOR OF LOGISTICS

FOR MILITARY UNIT

(NAME)
CONTRACTING OFFICER'S REPRESENTATIVE
AVIATION SERVICES BRANCH

Signature

Title and Unit

DATE

DATE

APPENDIX B

_____ (350-17)

DATE :

MEMORANDUM FOR Directorate of Logistics, Maintenance Division,
Aviation Services Branch, Fort Hood, Texas 76544

SUBJECT : Request for On-The-Job Training (OJT)

1. Request OJT for the following individuals :

Name/Rank	SSN	MOS
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2. Request these individuals receive OJT in the following areas :

3. The effective date is _____. The period involved will be _____ days.

4. The unit and POC with phone number are :
