

Training
III Corps and Fort Hood Troop School

History. Portions affected by this revision are listed in the summary of change. This regulation supersedes III Corps and Fort Hood Regulation 350-7 dated 7 Nov 2003.

Summary. This regulation establishes III Corps and Fort Hood responsibilities and guidance for conducting military occupational specialty (MOS) enhancement and sustainment training at the III Corps and Fort Hood Troop School.

Applicability. This regulation applies to all

units assigned or attached to III Corps and Fort Hood.

Supplementation. Local supplementation is prohibited without prior approval from the Assistant Chief of Staff (ACofS), G3.

Suggested Improvements. The proponent for this regulation is the ACofS, G3. Send comments or suggestions to Commander, III Corps and Fort Hood, ATTN: IMSW-HOD-HRE, Fort Hood, Texas 76544-5000.

FOR THE COMMANDER:

JOSEPH L. ANDERSON
BG, GS
Chief of Staff

Official:



CHARLES E. GREEN, SR.
Director, Human Resources

DISTRIBUTION:
IAW FH FORM 1853, S

Contents

OVERVIEW, 1, page 4

Purpose, 1a, page 4

References, 1b, page 4

Abbreviations and Terms, 1c, page 4

Summary of Change, 1d, page 4

RESPONSIBILITIES, 2, page 5

Assistant Chief of Staff (ACofS), G3, 2a, page 5

Chief, Education Services Division, 2b, page 5

Troop School Program Manager (PM), 2c, page 6

Troop School Operations, 2d, page 6

Major Subordinate Commands (MSCs), 2e, page 6

* This regulation supersedes III Corps and Fort Hood Regulation 350-7 dated 7 Nov 2003.

Unit, 2f, *page 7*

Selected Soldiers, 2g, *page 8*

POLICY, 3, *page 8*

Training Goals, 3a, *page 8*

Training Instruction, 3b, *page 9*

Cross Training, 3c, *page 9*

Waivers, 3d, *page 10*

TRAINING MANAGEMENT, 4, *page 10*

Needs Assessment Survey (Army Regulation [AR] 335-15), 4a, *page 10*

Quotas and Allocations, 4b, *page 12*

Military Occupational Specialty (MOS) and Additional Skills Identifiers (ASI) Coders
Relationship, 4c, *page 12*

Course Schedules, 4d, *page 12*

Unscheduled Classes, 4e, *page 13*

Course Prerequisites, 4f, *page 14*

Enrollment Procedures, 4g, *page 14*

Primary Quotas, 4h, *page 14*

Alternates, 4i, *page 15*

Enrollment Time, 4j, *page 15*

Student Status, 4k, *page 16*

Student Release, 4l, *page 17*

"No Shows," 4m, *page 18*

Changes, 4n, *page 18*

COURSES OF INSTRUCTION, 5, *page 19*

Military Skills Enhancement Contract Courses, 5a, *page 19*

Motor Pool Operations and Management Courses, 5b, *page 19*

Supply Operations Management Courses, 5c, *page 20*

Support and Technical Skills Courses, 5d, *page 20*

Military Instruction Courses, 5e, *page 20*

Army Training Requirements Resources System, 5f, *page 20*

Leader Courses, 5g, *page 21*

Medical Training, 5h, *page 21*

CERTIFICATION, 6, *page 21*

Certification Requirements, 6a, *page 22*

Certification Testing Dates, 6b, *page 22*

Appendixes

- A. References, *page 23*
- B. Electronic Application (E-Application) for Troop School Attendance, *page 25*
- C. Course Descriptions, *page 26*

Tables List

- C-1. Motor Pool Operations and Management Course, *page 26*
- C-2. Generator Operator Course, *page 27*
- C-3. Fuel Handler Course, *page 28*
- C-4. Unit Supply Clerk Course, *page 29*
- C-5. Unit Supply Operations and Management Course, *page 30*
- C-6. Unit Level Logistics System-Ground (ULLS-G) Course, *page 31*
- C-7. Unit Level Logistics System-Aviation (ULLS-A) Course, *page 32*
- C-8. Unit Armorer Course, *page 34*
- C-9. Digital Training Management System (DTMS) Course, *page 35*
- C-10. Nuclear, Biological, and Chemical (NBC) Defense Course, *page 36*
- C-11. Transportation Coordinators'-Automated Information for Movement Systems II (TC-AIMS II), *page 38*
- C-12. Unit Movement Officer (UMO) Course, *page 39*
- C-13. Master Drivers Training Course, *page 40*
- C-14. Commanders Total Fitness Course, *page 41*
- C-15. Automated Air Load Planning System (AALPS) Course, *page 43*
- C-16. Ammunition Awareness Course, *page 44*
- C-17. Standard Army Maintenance System-1 (SAMS-1), *page 45*
- C-18. Combatives Skill Level 1, *page 46*
- C-19. Combatives Skill Level 2, *page 47*

Figures List

- B-1. Sample Troop School Electronic Application (E-Application), *page 25*

Glossary, *page 48*

OVERVIEW1

Purpose

This regulation establishes III Corps and Fort Hood policy, objectives, responsibilities, and provides guidance for conducting military occupational specialty (MOS) skills enhancement and sustainment training at the III Corps and Fort Hood Troop School.

1a

References

Appendix A lists required and related references.

1b

Abbreviations and Terms

The glossary explains abbreviations and terms used in this regulation.

1c

Summary of Change

Specifically, this revision dated 30 January 2007 –

- Uses Army Regulation (AR) 350-1, chapter 4, section II, paragraph 4-23 as governing document.
- Deletes Standard Army Training System (SATS) Course.
- Adds five new courses:
 - Digital Training Management System
 - Transportation Coordinators' – Automated Information for Movement System II
 - Combatives Level 1
 - Combatives Level 2
 - Medical Training
 - Emergency Medical Technician
 - Emergency Medical Technician Re-Certification
 - Combat Medical Advanced Skills Training
 - Combat Lifesaver

1d

RESPONSIBILITIES

2

**Assistant
Chief of Staff
(ACofS), G3**

The Assistant Chief of Staff (ACofS), G3 is responsible for implementing a Troop School program for III Corps and Fort Hood.

- Provides funding to accomplish the annual schedule of training developed based on survey of unit needs.
- Approves new program of instruction (POI) and annually validates current training courses.
- Approves request for Mobile Training Teams for III Corps units. Notifies Troop School of unused training slots so that other units may fill them.

2a

**Chief,
Education Services
Division**

The Chief, Education Services Division is the administrative supervisor of the Troop School Program Manager (PM).

2b

**Troop
School
Program
Manager (PM)**

The Troop School PM:

- Is responsible for the command, control, and operation of the III Corps and Fort Hood Troop School.
- Serves as the Troop School Contract Officer Representative.
- Conducts the annual needs assessment survey to determine training needs of major subordinate commands (MSCs).
- Schedules MOS enhancement or sustainment classes according to:
 - AR 350-1
 - Forces Command (FORSCOM) Regulation (Reg) 350-4
 - Fort Hood Reg 350-1
 - Command training needs
 - Allocation of training funds

 (continued on next page)

Troop School Program Manager (PM) (continued)

- Coordinates unscheduled training course requirements with MSC school sections.
- Establishes and schedules classes based on needs assessment results.
- Prepares annual budget requirements for the III Corps and Fort Hood Troop School.
- Maintains required historical files on troop school courses.
- Provides adequate qualified instructors, classrooms, and training support materials to support the Troop School training schedule.

2c

Troop School Operations

Troop School Operations:

- Prepares Troop Schools courses and schedules for the appropriate fiscal year(s) (FYs).
- Acts as the III Corps and Fort Hood point of contact (POC) for all Troop School course requests and course information.
- Ensures all courses are properly staffed and resourced.
- Serves as the principal liaison office between Troop Schools and III Corps units.

2d

Major Subordinate Command (MSCs)

MSCs must:

- Provide accurate and timely input to annual needs consistent with units' training strategies and the Army Force Generation life cycle.
- Identify positions requiring MOS enhancement or sustainment training and request quotas on a timely basis for courses based on actual needs.
- Allocate quotas to subordinate units and submit applications for courses on a timely basis within established guidelines and suspense dates.

(continued on next page)

**Major
Subordinate
Command
(MSCs)
(continued)**

- MSC's unused quota allocations will revert back to the III Corps Troop School on the suspense date for re-allocation.

2e

Unit

Unit commanders, First Sergeants, and Command Sergeants Major (CSMs) may sign applications for their respective commanders.

- Select Soldiers for courses based on actual training requirements.
- Notify Soldiers selected for courses and the affected leaders at least 30 duty days in advance of the course enrollment date.
- Ensure selected Soldiers know the location, enrollment time, and have the required equipment for courses.
- Submit enrollment application through schools noncommissioned officers (NCOs) to meet suspense date established by Troop School as listed in the fiscal year class schedule.
- Verify and initial all waiver requirements.
- Justify each waiver.
- Make changes in selected personnel only for valid emergencies. Normal unit activities and scheduled field exercises are not valid excuses for changing selected Soldiers.
- Exempt selected Soldiers attending Troop School from all duties or formations for the duration of the course, except for morning accountability formation and unit physical fitness training. This does not interfere with class attendance.
- Ensure selected Soldier has no appointments during the course period.
- Reschedule appointments as necessary.

2f

Selected Soldiers

Selected Soldiers must:

- Attend morning accountability formation and participate in unit physical fitness training as directed by the III Corps Commander prior to reporting to class.
- Report for enrollment and class at the prescribed location, date, and time. Start time is 0900 and will meet until 1730 daily.
- Maintain personal standards as prescribed in AR 600-20 (Army Command Policy) and AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).
- Have required equipment available for the course.
- Will not have appointments during the course period.

2g

POLICY

3

Training Goals

III Corps and Fort Hood Troop School training:

- Supports Army Force Generation by supplementing MOS and unit training by providing timely enhancement or sustainment training to Soldiers, leaders, and trainers.
- Provides sustainment training on new equipment items and systems as they become available through Army inventory.
- Does not relieve, replace, or exclude the chain of command from their role as trainers.
- The Troop School will not teach tactical and combat related training for which the chain of command has inherent responsibility.

3a

Training Instruction

AR 350-1, chapter 4, section II, paragraph 4-23 contains the courses authorized by Department of the Army (DA) for instruction at the III Corps and Fort Hood Troop School. Additional courses may be authorized by the Commanding General (CG), III Corps.

(continued on next page)

Training Instruction (continued)

- Newly approved courses may also be announced by message each year.
- Additional courses may only be taught with approval from the ACoS, G3.
- The III Corps and Fort Hood Troop School provides course instruction under the military skills enhancement contract.
- Quality assurance evaluators monitor course instruction to verify compliance with Training and Doctrine Command (TRADOC) approved POIs. Reports will be submitted through Troop Schools, to ACoS, G3.
- The TRADOC proponent school must approve POI updates before implementation.

3b

Cross Training

Cross training instructs Soldiers of one MOS to perform the duties of another MOS due to:

- Shortage of trained personnel in the required MOS.
- Requires an alternate to perform these duties during 24-hour operations.
- Extended absence of the Soldier assigned the primary duties.
- Replacement of an unqualified Soldier or assigned Soldier who is within 120 days of transfer or separation.

3c

Waivers

Commanders or First Sergeants:

- Must request MOS waiver on Soldiers without the required MOS, adequate time in service, or rank for a specific course where there is a rank or MOS requirement. Must fully justify training for a selected Soldier.
- Will certify on the enrollment application memorandum that Soldiers not meeting time in service requirement, intend to reenlist.

 (continued on next page)

**Waivers
(continued)**

- Commanders will provide an intended reenlistment date and a new expiration term service (ETS) date.

3d

TRAINING MANAGEMENT

4

**Needs
Assessment
Survey
(Army
Regulation
[AR] 335-15)**

The Troop School will conduct a needs assessment survey. MSCs will be tasked by mission support order (MSO) to provide survey results by 15 March each year. MSCs will receive surveys not later than 15 January of each year.

Normally, only courses approved by DA with an approved TRADOC POI will be taught by contract at the III Corps and Fort Hood Troop School. However, if the Senior Mission Commander determines through mission analysis that a course(s) oriented upon unique or special skills (or theater-specific skills) is warranted, the Commander may direct that such a course be included in the Troop School course offerings. The Commander requiring such a course be included is also responsible for ensuring that such courses and the contract(s) that support them are adequately funded.

MSCs tabulate, evaluate, and consolidate subordinate commands' survey results into one fully justified response, and include annual and quarterly training requirements in the response.

The Troop School PM:

- Consolidates MSC survey results.
- Prepares input for the annual budget estimate.

4a

Quotas and Allocations

MSCs submit annual quota requirements (by quarter) to the III Corps and Fort Hood Troop School as a part of the annual needs assessment survey.

Troop School will:

- Determine the quantity and courses required for the next FY.
- Analyze survey results to determine training requirements and required training funds.
- Prepare a final class schedule with MSC quotas not later than 1 July annually, or upon DA approval of courses.
- Publish the FY class schedule and class rosters at least 30 days out in the Fort Hood Public Folder. This information can be found under Fort Hood Troop School Public Folder.
- Post a final class roster in the Fort Hood Public Folder listing primary and alternates.

MSCs will:

- Fill each allocated quota not later than the suspense date listed in the class schedule
- Coordinate requests with Troop School Operations not later than 10 working days before the class date.
- III Corps units stationed at other installations will:
 - Participate in the annual needs assessment survey.
 - Request courses not locally available that are necessary to meet III Corps standards and are taught at Troop School.
 - Provide a POC who will consolidate the annual needs for III Corps units at their post and provide requirements and justifications for each course requested.

(continued on next page)

Quotas and Allocations (continued)

- Ensure consolidated request arrive by established suspense date for the needs survey.

Non-III Corps Soldiers from other military posts, Fort Hood tenant units, United States Army Reserve (USAR) Soldiers, and Army National Guard Soldiers may attend III Corps and Fort Hood Troop School courses on a space available basis.

Fort Hood civilian employees requiring training in Troop School courses count against allocations for the unit to which they are assigned.

4b

Military Occupational Specialty (MOS) or Additional Skills Identifiers (ASI) Coders Relationship

Troop School courses do not produce MOSs or additional skills identifiers (ASIs).

Training is MOS enhancement or sustainment only.

Soldiers desiring information on administrative actions and credit for Troop School courses (for example, promotion points, MOS or ASI credit) should contact their personnel actions clerk or personnel service company.

4c

Course Schedules

Troop PM prepares course schedules by 1 July of each year for the upcoming FY based on:

- MSCs' input to the needs assessment survey.
- Requests for quotas.
- DA course approval and training funds allocations.

Class sizes and frequency vary with the course of instruction; however, published class size cannot be increased due to contract restrictions and fund limitations.

Contracted courses are canceled when class enrollment is fewer than the minimum class size of 10.

4d

Unscheduled Classes

Units may request additional classes for specific new requirements.

- A full written justification must accompany the request.

MSCs will make every effort to identify training requirements during the annual needs assessment survey and to fill all allocated seats during regularly scheduled classes.

MSCs may submit requests for unscheduled classes through their MSC schools sections.

The request must arrive at Troop School Operations not later than 30 days prior to the requested class date.

Increased class requirements and budgeted funds limit the availability of additional classes.

- Consideration for additional courses is based on:
 - Adequate justification.
 - Availability of class dates and funds.
 - Number of Soldiers who will attend.

4e

Course Prerequisites

Course prerequisites:

- Identify a target population.
- Reduce training duplications.
- Require commanders to select only those Soldiers requiring the training to correct a shortfall in completing mission essential tasks.

Selected Soldiers:

- Must be assigned to or pending assignment to duties requiring the training.
- Must be the alternate in the duties to provide for 24-hour-a-day operations.
- Must have one-year retainability in the duty position and enlistment.

(continued on next page)

Course Prerequisites (continued)

- May replace a soldier scheduled as a unit loss within 120 days.
- With less than six months remaining, may receive training to meet critical needs in support of the unit's mission essential task list (METL) when replacements are not available.

4f

Enrollment Procedures

Units will select soldiers to attend specific Troop School courses to resolve a performance shortfall and to meet METL or operational requirements.

Unit commanders or First Sergeants will:

- Inform the selected soldier of course date, location, time, and equipment requirement.
- Have the selected Soldier cancel or reschedule appointments during the class period.
- Prepare the electronic application (E-application) depicted at Appendix B for attendance at III Corps and Fort Hood Troop School.
 - If the application is submitted manually, the commander or first sergeant must sign.
- Complete and initial a waiver request on the bottom of application for Soldiers requiring waivers of MOS, rank, or retention time.

4g

Primary Quotas

MSCs will submit one applicant for each allocation.

Soldiers who require training to meet pre-deployment operational requirements will receive first priority of quota allocations.

4h

Alternates

Alternates:

- Should require the training to perform their primary duties or to provide the unit capability for 24-hour-a-day operations.
- Will be submitted by the established suspense date for each course.

(continued on next page)

**Alternates
(continued)**

- Units may submit alternates for any course even though they do not have a primary seat.
- Receive unfilled or returned primary quota seats after the suspense date has passed.
- Must be present during enrollment on class start date.

The MSC with a “no show” has first priority on the vacant seat left by the “no show” if alternates have been submitted.

If alternates have not been submitted, Soldiers belonging to units scheduled for deployment will receive priority on all vacancies.

Attendance by alternates ensures that vacancies are filled and training funds are spent for maximum training benefit.

4i

**Enrollment
Time**

Troop School courses enroll between 0900 and 0910 on the first day of class; enrollment of primary students will continue until 0910 or until all primary students have been enrolled. Troop School will begin taking alternates at 0910. Any student showing-up after 0910 will be considered late and will have to re-submit for a seat in the next available class.

The class schedule provides class locations.

- Changes to locations are reported to the MSC schools sections and posted in the III Corps and Fort Hood Troop School Public Folder.
- Changes in primary applicants cannot be made at enrollment time except for emergencies that occur since the last duty day (that is, emergency leave, hospitalization, etc.).
- The MSC schools section may coordinate changes caused by unexpected situations through the last duty day before class enrollment (relief for cause, unscheduled assignment of new Soldier for position, deployments, etc.).
- Changes due to valid emergencies or unscheduled deployments may be made through class enrollment time.

4j

**Student
Status**

Students:

- Are attached to Troop School for training only.
- Are exempt from all unit duties and formations, except for the first formation each morning and physical fitness training with unit, for the duration of the training.
- Are not released for routine functions such as formations, physical fitness tests, urinalysis tests, inspections, or field training exercises.
- Will cancel or reschedule appointments for a period when not in class.
- May not miss more than one hour total during the course.
- Are released to units for III Corps directed training holidays and federal holidays.
- Will not be recalled to the unit except for valid emergencies or unscheduled deployments. Unit must submit such requests, in writing, through the MSC schools system to Troop School Operations.

MSC schools section will notify the Troop School Operations of any such requirements.

Units retain responsibility for:

- Discipline
- Quarters
- Rations
- Transportation

Units will process student sick call requests at first formation and will notify the Troop School Operations of any delays in students returning to class.

Students from other installations are responsible for their own billeting, transportation and rations.

4k

Student Release

The Troop School PM has student release authority.

Release criteria includes:

- Academic: when academic performance is so poor that continued attendance is not beneficial to either party.
- Disciplinary: when a student's motivation, violation, or infraction of the rules or regulations warrants release.
- Administrative: when the student cannot complete the course due to circumstances beyond their control.
- Medical: when an injury or illness results in the inability to complete the course.

When a student is released from a course:

- The Troop School Operations will notify the MSC schools section and the unit commander or first sergeant of the student's release.

41

“No Shows”

“No shows:”

- Seriously hinder the unit's training effort.
- Result in a lost training opportunity.
- Increase training costs if alternates cannot fill all quotas.
- Increase the risk of class cancellation.
- Cause a Soldier to not be at their appointed place of duty.
- Will only be reported when:
 - Primary applicants fail to report.
 - Alternates called to fill vacancies caused by “no shows” fail to report.

Applicants reporting after class enrollments are not “no shows;” however, the troop school will notify the MSC schools section of the late arrival.

(continued on next page)

**“No Shows”
(continued)**

The MSC schools sections:

- Identify “no shows” to subordinate units.
- Establish written policy for units to provide responses as reasons for “no shows.”
- Maintain responses on file.
- “No shows” are inspection item during command inspections.

This policy applies only to Troop School courses. Courses taught by the mobile training team (MTT) (i.e. Master Fitness, Sling Load Certifiers Course) or memoranda of agreement (MOA) (for example, Technical Transportation of hazardous material [HAZMAT]) are DA and Department of Defense (DOD) courses.

- Unit commanders will submit “no show” responses for these courses to Troop School, ATTN: IMWE-HOD-HRE, not later than five working days after course enrollment. The Brigade CSM or first colonel in the chain of command must sign the response.
- Troop Schools will submit the “no show” report with responses to III Corps ACofS, G3 on a weekly basis.

4m

Changes

Commanders will:

- Ensure the selected Soldier requires the training.
- Make every effort to ensure the Soldier is available for attendance.

Changes will be made only when:

- The selected Soldier becomes ineligible to attend.
- The unit has a real world mission change.
- Valid emergencies or unscheduled deployments occur.

The MSC schools sections will verify each request for change and notify Troop School Operations, in writing, of these changes.

4n

COURSES OF INSTRUCTION

5

**Military Skills
Enhancement
Contract
Courses**

Military skills enhancement contract courses:

- Provide MOS skills enhancement and sustainment training in low density MOSs and supplements unit on-the-job training.
- Are taught according to AR 350-1 and TRADOC approved POIs.
- Include mission critical courses approved for contracted instruction.
- Appendix C contains course descriptions.
- Provide instruction in critical areas as identified by Commander, III Corps and Fort Hood or as identified during command inspections in which deficiencies are noted and no other source of training is readily available.

5a

**Motor Pool
Operations
and
Management
Courses**

Courses in administrative and technical areas required to conduct effective motor pool operations include:

- Motor Pool Operations and Management Course.
- Generator Operator Course.
- Fuel Handler Course.

5b

**Supply
Operations
Management
Courses**

Courses in automated and manual Unit Level Logistics System (ULLS) include:

- Unit Supply Clerk Course.
- Unit Supply Operations and Management Course.
- Unit Level Logistics System – Ground (ULLS-G).
- Unit Level Logistics System – Aviation (ULLS-A).
 - Crew chiefs.
 - Production and quality control.
 - Technical Supply.

 (continued on next page)

**Supply
Operations
Management
Courses
(continued)**

- Standard Army Maintenance System – Enhanced (SAMS-E). Classes are expected to begin in FY07.
- Property Book Unit Supply Enhanced (PBUSE). Classes are expected to begin in FY07.
- Unit Armorer Course.
 - In the event the Arms room security system fails, III Corps G3 will task a unit to provide a 24-hour military guard force until the system has been restored.
 - The III Corps G3 will provide the Troop School Chief the name and telephone number of the POC for coordinating the guard force.

5c

**Support and
Technical
Skills
Courses**

Nuclear, Biological, and Chemical (NBC) Defense Course:

Courses not authorized by AR 350-1 but deemed mission critical can only be taught after DA approval and with an approved TRADOC POI.

- Digital Training Management System (DTMS) Course is approved by DA for contracted instruction.
- The Unit Movement Officer (UMO) Course is approved by DA for contracted instruction.

5d

**Military
Instruction
Courses**

Courses are taught in areas where military instruction is the most economically effective and feasible.

5e

**Army
Training
Requirements
Resources
System**

AMMO-62-OS (HAZMAT) will be provided through MOA between United States Army Defense Ammunition Center and III Corps.

Battle Staff Noncommissioned Officer Course (BSNCO) and First Sergeant (1SG) Course will be provided through distance learning by United States Army Sergeants Major Academy.

Troop School will provide:

- Administrative, classroom, and manpower support for HAZMAT, BSNCO, and 1SG course instruction.

5f

Leader Courses

Troop School provides administrative, operational, and logistical support for leaders courses:

- Company Commander and First Sergeants Orientation Course.
- Battalion Executive Officer Orientation Course.
- Battalion Operation Officer Orientation Course.
- Battalion and Brigade Commander Orientation Course.

5g

Medical Training

Medical training will be conducted with oversight by the III Corps Surgeons Office.

Troop School will provide:

- Additional instructors as determined by number of Soldiers needing training.

5h

CERTIFICATION

6

Certification Requirements

Certification in ULLS-G is required for:

- ULLS-G clerks.
- Battalion and company motor sergeants.
- Motor technicians.
- Battalion and company maintenance officers.

Obtain certification through:

- Attendance at the Motor Pool Operations and Management Course (first line managers).
- Attendance at the ULLS-G Course for clerks.
- Testing out for personnel with prior ULLS experience.

(continued on next page)

Certification Requirements (continued)

Certification in ULLS-A is required for:

- Crew chiefs.
- Production and quality control personnel.
- Technical supply personnel.

Certification in unit level logistics system supply (ULLS-S4) is required for:

- Company executive officers.
- Unit supply officers.
- Unit supply sergeants.
- Unit supply clerks.

Certification is valid for two years.

6a

Certification Testing Dates

Testing for ULLS-G, ULLS-A, and ULLS-S4 certification and recertification is given each month at 0900 at a location listed in the annual FY class schedule.

Applicants should call Troop School administration to schedule ULLS testing.

Soldiers failing the test may certify by attending the appropriate course. Soldiers may attempt the challenge test only one time.

Commanders will not schedule soldiers for Troop School courses based solely on the test results, but will use performance shortfalls, METL, requirements, and other indicators to identify training needs.

6b

Appendix A
References

Section I. Required References

AR 350-1 (Para 1d; Para 2c; Para 3b; Para 5a; Para 5d; Table C-1; Table C-2; Table C-3; Table C-4; Table C-5; Table C-6; Table C-7; Table C-8; Table C-9; Table C-10; Table C-11; Table C-15; Table C-17)
Army Training and Leader Development

FH Reg 40-5
Authorized Veterinary Care and Animal Control Programs

FH Reg 703-2 (Table C-3)
Petroleum Management, Operations, and Procedures

FM 3-25.26 (Table C-10)
Map Reading and Land Navigation

FM 7-0
Training the Force

FM 21-20 (Table C-14)
Physical Fitness Training

TRADOC Approved Programs of Instruction (POI) for Individual Courses

Section II. Related References

AR 335-15
Management Information Control System

AR 600-20
Army Command Policy

AR 600-9
Army Weight Control Program

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

FH Reg 350-1
III Corps and Fort Hood Training

FORSCOM Reg 55-1
Unit Movement Planning

FORSCOM Reg 350-4, Chapter 3
Active Component Reserve Component Partnerships for Division, Brigades, FSP GO
Commands, and Roundout Units

Section III. Prescribed Forms

DA Form 705 (Table C-14)
Army Physical Test Fitness Scorecard

Section IV. Referenced Forms

DA Form 1687
Notice of Delegation of Authority – Receipt for Supplies

FH Form 1853
Distribution Scheme

**Appendix B
Electronic Application (E-application) for Troop School Attendance**

A sample Troop School Electronic Application (E-Application) can be found on the Fort Hood Public Folders; go to All Public Folder, Fort Hood Public Folder, Garrison Public Folder, III Corps & Fort Hood Troop School. If the application is submitted manually, the Commander or First Sergeant *must* sign.

DEPARTMENT OF THE ARMY Your header Fort Hood, Texas 76544	
(Office Symbol) (350-41)	DATE DD-MMM-YY
MEMORANDUM THRU	
FOR III Corps and Fort Hood Troop School, AFZF-PTM-ED	
SUBJECT: Application for Attendance at III Corps and Fort Hood Troop School	
1. Request the following applicant be scheduled for the Troop School course as indicated:	
STUDENT DATA: QUOTA STATUS: <input type="checkbox"/> PRIMARY <input type="checkbox"/> ALTERNATE primary/alternate to be checked by MSC Schools NCO	
a. NAME: _____	RANK: _____ SSN: _____ ETS: _____
b. UNIT: _____	MSC: _____ GT SCORE: _____
c. DUTY POSITION: _____	PMOS: _____ DMOS: _____
d. REASON SOLDIER REQUIRES TRAINING _____	
e. SOLDIER BEING REPLACED IN DUTY POSITION AND REASON: _____	
COURSE DATA	
COURSE NUMBER _____	COURSE TITLE _____
ENROLLMENT TIME _____ 900	LOCATION: BLDG# _____
CLASS START DATE: _____ 900	COURSE END DATE _____
2. I have personally counseled this soldier on the reporting time and location. The soldier will report at the prescribed time with the required equipment. The soldier remains assigned to this unit. The soldier is exempt from all duties, APPOINTMENTS and details for the entire period of the course. Changes in attendance will only be made for emergency reasons.	
3. I have verified the personal data and: (Check and initial appropriate block(s):	
a. (CDR/1SG INIT) _____ <input type="checkbox"/>	Soldiers meets all prerequisites for the course.
b. (CDR/1SG INIT) _____ <input type="checkbox"/>	Soldier requires a waiver of _____ Reason training is required for soldier
c. (CDR/1SG INIT) _____ <input type="checkbox"/>	As an ALTERNATE, soldier has been advised he/she must report for the class and that he/she may be placed in a primary seat should a primary applicant not attend the course.
Type Name of CDR/1SG _____	1SG PHONE NUMBER _____
Must be E-mailed from Commander or First Sergeant E-mail account	
(Must be E-mailed (forwarded) Through appropriate Schools NCO)	
BN Schools NCO _____ <input type="checkbox"/>	Check Box and Initials
BDE Schools NCO _____ <input type="checkbox"/>	Check Box and Initials
DIV / MSC Schools NCO _____ <input type="checkbox"/>	Check Box and Initials
<u>ONCE THIS FORM GETS TO III CORP TROOP SCHOOLS IF IT HAS NOT BEEN FORWARDED THROUGH THE MSC IT WILL BE RETURNED TO THE MSC WITH OUT BEING PROCESSED</u>	

Figure B-1. Sample Troop School Electronic Application (E-Application)

Appendix C Course Descriptions

Table C-1. Motor Pool Operations and Management Course

Objectives	Provide the basic knowledge and skills for motor pool operations and management.
Scope	Duties, responsibilities, and procedures to follow in conducting and managing a unit maintenance program, to include: <ul style="list-style-type: none"> • Use of the ULLS-G automated system. • Shop operations and safety procedures. • Supply procedures. • Handling POL and packaged products. • Office automation, including ULLS-G. • Certification testing is conducted for ULLS-G for Battalion or Company Maintenance Officer, Technician, and Motor Sergeant and Company Executive Officers.
Prerequisites	<ul style="list-style-type: none"> • Company grade officers, warrant officers, or NCOs assigned or pending immediate assignment to duties as maintenance officer, technician, or motor sergeant. • Company grade officers, warrant officers, and noncommissioned officers who require knowledge of motor pool operations and ULLS-G to perform their mission essential tasks. • Request for waiver and justification for training are required for personnel <u>not</u> filling maintenance positions. • One year remaining in unit and in a duty position requiring the training. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One motor officer, technician, sergeant, and one enlisted alternate per company, battalion, or brigade position requiring the training to allow 24-hour-a-day operations. • One motor officer, motor sergeant, and one enlisted alternate in CMF 63, per company sized unit. • Other officer, warrant officer applicants, or any enlisted soldiers <u>not</u> in enlisted CMF 63 require a waiver and full justification.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 10 days</p> <p>Capacity: 24 maximum, 10 minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0910 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

CMF – Career Management Field

FY – Fiscal Year

NCO – Noncommissioned Officer

POL – Petroleum, Oils, and Lubricants

ULLS-G – Unit Level Logistics System – Ground

Table C-2. Generator Operator Course

Objective	Provide sustainment training to personnel operating and maintaining power generator equipment at unit and battalion level.
Scope	Duties and responsibilities of generator operators and mechanics. Emphasis is placed on: <ul style="list-style-type: none"> • Troubleshooting. • Preventive maintenance checks and services. • Maintenance techniques on selected field-generating equipment. • Use of ULLS forms and records.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, private through sergeant, assigned or pending assignment within 90 days to generator operator duties. Other personnel may be trained when justification is provided. • A generator operator is <u>not</u> a MOS-specific position; units may train personnel in any MOS who have as an additional responsibility in their duties the operation of an assigned generator. • Soldiers with MOS 52D, Generator Repairer, may attend the course for sustainment training. • One year remaining in the unit and in a duty position requiring the soldier to operate a generator. • Security Clearance: <u>not</u> required.
Training Authorizations	One operator and two alternates per assigned generator to provide a 24-hour-a-day operating capability.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 30 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Students must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • A written course critique is required from each student.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation
FY – Fiscal Year

MOS – Military Occupational Specialty
ULLS – Unit Level Logistics System

Table C-3. Fuel Handler Course

Objective	Provide unit commanders with trained and qualified fuel handlers as required by Fort Hood Regulation 703-2.
Scope	An understanding of existing directives and policies including: <ul style="list-style-type: none"> • Safety procedures (includes HAZMAT safety and awareness training). • Accountability. • POL handling procedures. • Preventive maintenance checks and services for tank and pump units. • Quality techniques. • Storage and disposition of POL and package products. • Handling of hazardous materiel.
Prerequisites	<ul style="list-style-type: none"> • All personnel, military or civilian, who handle bulk fuel or petroleum products and operate POL vehicles. • Unit supervisory personnel who supervise or maintain POL and package products. • Applications for all personnel other than MOS 92F, fuel handler, must have a request for waiver and full justification for training requirement. • Identified as an alternate fuel handler for the unit. • One year remaining in the unit and in the fuel handler or POL supervisory position. • Security clearance: <u>not</u> required.
Training Authorizations	One per MTOE 92F position, which includes: <ul style="list-style-type: none"> • Supervisory personnel for POL operations. • Fuel handlers for operations of bulk fuel supply points in garrison and field operations. • Tanker operators and assistants. • No more than two alternates per position to provide the unit a 24-hour-a-day operating capability. • Additional personnel may be trained when unexpected requirements occur (for example, cancellation of contract for fuel handling, increased requirements caused by diverse missions or personnel losses). • MOSs other than 92F require a waiver.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 30 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Students must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

FY – Fiscal Year

HAZMAT – Hazardous Material

MOS – Military Occupational Specialty

MTOE – Modification Table of Equipment

POL – Petroleum, Oils, and Lubricants

Table C-4. Unit Supply Clerk Course

Objectives	Provide sustainment training to supply personnel in CMF 92Y or personnel filling a Unit Supply Clerk position.
Scope	Duties, responsibilities, and procedures for operating and maintaining a unit supply activity, including the automated ULLS-S4 system for: <ul style="list-style-type: none"> • Updated policies, procedures, and criteria to prepare, edit, and validate supply transaction. • Current supply information for maintaining hand receipts and clothing records. • Establishing accountability procedures for lost, damaged, or destroyed property military publications procedures. • Practical exercises and certification in the use of the ULLS-S4 automated system.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, Private through Sergeant, MOS 92Y, assigned to or pending assignment as unit supply clerk or assistant supply clerk. • One enlisted alternate per MOS 92Y position to provide for 24-hour-a-day operations. • Supply managers who have little or no prior experience in MOS 92Y field. • One year remaining in the unit and in the unit supply clerk or alternate clerk position. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One primary and one alternate per company-sized unit to provide for 24-hour-a-day operations. • Newly selected supply managers with little or no supply experience. • Personnel <u>not</u> in MOS 92Y must submit a waiver of MOS to be trained.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 9 days Capacity: 24 maximum, 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation
CMF – Career Management Field
FY – Fiscal Year

MOS – Military Occupational Specialty
ULLS-S4 – Unit Level Logistics System S4

Table C-5. Unit Supply Operations and Management Course

Objective	Provide sustainment training in unit supply operations and management to supervisory supply personnel.
Scope	Duties and responsibilities of the unit supply sergeant and supply officer including: <ul style="list-style-type: none"> • Current supply policies and procedures. • Property accountability. • Types of accountability. • Material management. • Forms preparation and management. • Practical exercises and certification in the use of the automated ULLS-S4 system.
Prerequisites	<ul style="list-style-type: none"> • Commissioned officers, warrant officers, and NCOs assigned to or pending assignments as unit supply managers. • Specialists and specialist promotables assigned as unit supply sergeants (a grade waiver is required) who have completed the Unit Supply Clerk Course. • One year remaining in the unit and in the unit supply position. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • Two commissioned officers, one warrant officer, and two NCOs per battalion. • One commissioned officer and two NCOs per company sized unit. • Enlisted personnel <u>not</u> in CMF 92Y must request a waiver to attend the course.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 24 maximum, 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation
FY – Fiscal Year

NCO – Noncommissioned Officer
ULLS-S4 – Unit Level Logistics System-S4

Table C-6. Unit Level Logistics System-Ground (ULLS-G) Course

Objective	Provide sustainment training in duties and responsibilities for a ULLS-G clerk
Scope	<p>Duties and responsibilities of the unit ULLS-G clerk:</p> <ul style="list-style-type: none"> • Current supply policies and procedures. • Procuring and maintaining repair parts. • Supply requests and replenishment actions. • Stockage levels and reviews. • Inventory and accountability. • Follow-up actions. • Practical exercises in the use of the ULLS-G in a computer-assisted environment. • Students will take the III Corps ULLS-G certification test.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, Private through Sergeant, MOS 92A, assigned to or pending assignment as unit ULLS-G clerk. • One year remaining in the unit and in the unit ULLS-G position. • Security clearance: <u>not</u> required
Training Authorizations	<ul style="list-style-type: none"> • One ULLS-G clerk per battalion and one ULLS-G clerk per company sized unit. • One alternate may be trained at each level to provide 24-hour operation. • MOS waiver required for soldiers filling ULLS-G clerk position who are not MOS 92A. Newly assigned ULLS-G managers with little or no ULLS-G experience may attend with a grade waiver and justification by commander. • Units having additional ULLS-G positions for mission specific operations must provide documentation reflecting MTOE increase in authorized ULLS-G clerk positions.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule Length: 9 days Capacity: 24 maximum, 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Students must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

FY – Fiscal Year

MOS – Military Occupational Specialty

MTOE – Modification Table of Equipment

ULLS-G – Unit Level Logistics System-Ground

Table C-7. Unit Level Logistics System-Aviation (ULLS-A) Course

Objective	<ul style="list-style-type: none"> • Train AVIM and AVUM production or quality control personnel to establish and maintain unit aircraft records through ULLS-A. • Provide supervisors of technical supply operations with adequate training to supervise technical supply use of ULLS-A for aircraft parts requisitioning, PLL, and bench stock. • Train production control personnel in all aspects of crew chief's use of ULLS-A in order to perform crew chief maintenance on organic aircraft and floats.
Scope	<ul style="list-style-type: none"> • The production or quality checks covers the entire ULLS-A system in a level of detail surpassed only through the addition of a system administrator course. • Designed to train production control and quality control personnel at the AVUM and AVIM level in all ULLS-A processes, including crew chief or operational, production, historical, supply, system utilities such as backup, master files maintenance, and AMSS. • The crew chief or mechanic covers all tasks associated with flight company processes. Train students to use operational processes to perform updates of aircraft faults, create oil sample requests, print required forms, parts demand process, and review selected historical records. • Students will use production processes to prepare reports, maintenance requests, transfer aircraft and data. • Technical supply will have an understanding of the automated procedures necessary to perform all basic Class IX supply functions required at the AVUM level. • Train students by conference and practical exercises on data field, definition, valid data elements, and processing supply transactions; display, print, and purge the document control register, maintain PLL, query and update the catalog, process manual and automated status, and post receipts.
Prerequisites	<ul style="list-style-type: none"> • Production or Quality Control Course: personnel selected to attend should be officers and NCOs filling production or quality control positions. Supervisors of technical supply operations should attend this course. Attendees must be highly knowledgeable in the Army Aircraft Maintenance Management System. • Crew Chief Course: personnel selected to attend should be the person or persons holding or pending assignment as a crew chief or mechanic of an AVIM or AVUM activity. • Technical Supply Course: personnel selected to attend should be the person holding or pending assignment as a technical supply. • Security clearance: <u>not</u> required.
Training Authorization	<ul style="list-style-type: none"> • Production or Quality Control Course: One per production or quality control position. One alternate per position may be trained for 24-hour operations. • Crew Chief Course: One per crew chief or mechanic position with one alternate per position for 24-hour operations. • Technical Supply Course: One per technical supply position and one alternate for 24-hour operations.

Table C-7. Unit Level Logistics System-Aviation (ULLS-A) Course (continued)

Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: <ul style="list-style-type: none"> • Production or Quality Control Course: 80 hours • Technical Supply Course: 32 hours • Crew chief and Mechanic Course: 32 hours • Pilots Orientation Course: 16-32 hours Capacity: <ul style="list-style-type: none"> • 24 maximum; 10 minimum for Crew Chief and Pilots Orientation • 24 maximum; 10 minimum for Tech Supply and Production or Quality Control Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Graduation is the last day of class. • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. Pilots must attend the entire orientation course for credit. • Each student must submit a course critique.
Authority	Approved by DA as exception to courses listed in AR 350-1.

Legend:

AMSS – Aviation Materiel Status System
 AR – Army Regulation
 AVIM – Aviation Intermediate Maintenance
 AVUM – Aviation Unit Maintenance
 DA – Department of the Army

FY – Fiscal Year
 NCO – Noncommissioned Officer
 PLL – Prescribed Load List
 ULLS-A – Unit Level Logistics System-Aviation

Table C-8. Unit Armorer Course

Objective	Provide sustainment training to enlisted personnel in operation and management of the unit arms room, maintenance of weapons, night vision devices, and required forms and reports.
Scope	Duties and responsibilities of the unit armorer including: <ul style="list-style-type: none"> • Organizational maintenance procedures. • Preventive maintenance and services. • Physical security measures. • Military publications, forms, and records. • Inventory, control, and accountability. • Filing procedures.
Prerequisites	<ul style="list-style-type: none"> • Enlisted personnel, Private through Sergeant, assigned to or pending assignment as unit armorer or alternate. • One year remaining in the unit and in the unit armorer or alternate position. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One primary and two alternates per unit authorized a separate arms room to provide for 24-hour operations. • One replacement may train for each position where a previously trained armorer is relieved for cause. • Train one primary and two alternates per unit in units sharing a common arms room to provide 24-hour operations during separate field exercises or deployment. • III Corps PMO, 1CD PMO, and 4ID PMO may train three unit armorers each to provide 24-hour operations to support the garrison mission. • A MOS waiver is required for soldiers who do <u>not</u> possess the 92Y primary MOS.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 30 maximum and 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements:	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • <i>Students must not have a profile restricting lifting to 25 pounds or less.</i> (This is a requirement in 92Y MOS) • Student must bring to class one pair of needle-nose pliers, one flat-tipped screwdriver, and a 1/16" (.16cm) punch. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority:	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

CM – Centimeter

FY – Fiscal Year

MOS – Military Occupational Specialty

PMO – Provost Marshal Office

1CD – 1st Cavalry Division

4ID – 4th Infantry Division

Table C-9. Digital Training Management System (DTMS) Course

Objective	Provide sustainment training in the use of DTMS as the Army primary training management tool.
Scope	<p>Polices and procedures of the DTMS to include:</p> <ul style="list-style-type: none"> • Training management cycle (FM 7-0). • DTMS support to all phases of Army and unit training management. • Doctrinal functions. • DTMS hardware requirements.
Prerequisites	<p>Enlisted personnel, NCOs, and officers assigned to or pending assignment to a position using DTMS at separate company, battalion, brigade, or division level.</p> <ul style="list-style-type: none"> • One year remaining in the unit and in a DTMS user position. • Security clearance: <u>not</u> required. • Have an AKO account
Training Authorizations	<ul style="list-style-type: none"> • One primary and one alternate, SSG or below, per company size unit, battalion, or brigade. Senior NCOs and commissioned or warrant officers may attend if they are primary or alternate DTMS operators. • Waiver required for senior NCOs or officers with justification.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 24 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date</p>
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AKO – Army Knowledge Online

FY – Fiscal Year

AR – Army Regulation

NCO – Noncommissioned Officer

DTMS – Digital Training Management System

SSG – Staff Sergeant

FM – Field Manual

Table C-10. Nuclear, Biological, and Chemical (NBC) Defense Course

Objective	Provide training for officers and enlisted soldiers, Specialist Promotable (P) and above, as unit level NBC defense officer or NCO and enlisted alternate.
Scope	<ul style="list-style-type: none"> • Duties of unit NBC defense officer or NBC enlisted alternate. • Use NBC equipment at unit level. • NBC training responsibilities at the unit level.
Prerequisites	<ul style="list-style-type: none"> • Officers or enlisted personnel, Specialist (P) or above, assigned to or pending assignment as NBC defense officer or NBC enlisted alternate. • All non-BNCOC graduate CMF 74 personnel will attend the course according to AR 350-1. • Must have a ST score of 95 or GT score of 100 (non-waiverable). • Must be able to perform basic math calculations. • Must have one-year retainability in the unit and NBC position. • Security clearance: <u>not</u> required.
Special Requirements	Units will require selected soldiers to review FM 3.25.26 before attending course.
Training Authorizations	<ul style="list-style-type: none"> • One officer, one NCO, or one other enlisted member (Specialist (P) or above) per company sized unit. • All non-BNCOC graduate CMF 74 personnel will attend the course according to AR 350-1. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule</p> <p>Length: 10 days</p> <p>Capacity: 24 maximum; 10 minimum</p> <p>Class Hours: 0900-1200 and 1300-1730</p> <p>Enrollment: 0900-0910 on class start date</p>
Requirements	<p>Student will need the following items on the first day of training:</p> <ul style="list-style-type: none"> • M40 or M42 series protective mask • Chemical agent detector kit, M256/M256A1 or M256A1 trainer • Skin decontamination kit, M291 • Radiac meter, AN/UDR-13 • Chemical protective over garments including gloves and boots. • M1 canteen cap. • Chemical agent alarm, M43A1, M42, BA3517/U, or M273 maintenance kit (BA3030) • AN/VDR-2, AN/PDR-75 radiac set with batteries • DT236 • Decon apparatus, M11 with nitrogen cylinder or M13 • M41 protection assessment test system • Improved chemical agent monitor with batteries • Chemical detector paper, M8 • Drafting compass • The instructor will designate the dates the above equipment is needed. • Student will report to class with a notebook and pen or pencil on the first day. • Student must score a minimum of 70 percent on all the examinations. • Reviews and retest are given on the student's own time according to the course POI and course management plan. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

BNCOC – Basic Noncommissioned Officer Course

CMF – Career Management Field

FM – Field Manual

FY – Fiscal Year

GT – General Technical

NBC – Nuclear, Biological, and Chemical

NCO – Noncommissioned Officer

POI – Program of Instruction

ST – Skill Technical

Table C-11. Transportation Coordinators'-Automated Information for Movement Systems II (TC-AIMS II)

Objective	Provide sustainment training in the use of the TC-AIMS II to provide an integrated DOD transportation system for deployments.
Scope	TC-AIMS II is a joint program that falls within the DOD mission area of mobility and transportation for DOD passengers and cargo during war and peace. The program enhances and improves the efficiency and effectiveness of the defense transportation system. TC-AIMS II will be released in five developmental blocks: <ul style="list-style-type: none"> • Block 1 – Basic Unit move • Block 2 – Enhanced Unit Move • Block 3 – Movements Control and Planning • Block 4 – Maritime Prepositioning Force/Theater Operations • Block 5 – ITO/TMO
Prerequisites	<ul style="list-style-type: none"> • NCOs and officers assigned as the primary or alternate UMO with one year remaining in the unit. • Student must: <ul style="list-style-type: none"> • Be appointed on Unit Movement Orders • Have Verification Authorization Request Form • Have TC-AIMS II Account Request Form
Training Authorizations	One primary UMO and one alternate UMO per company size unit.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 20 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is last day of class. • Each student must provide a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

DOD – Department of Defense

FY – Fiscal Year

ITO –Installation Transportation Officer

NCO – Noncommissioned Officer

TC-AIMS II – Transportation Coordinators'-

Automated Information for Movement Systems II

TMO – Transportation Movement Officer

UMO – Unit Movement Officer

Table C-12. Unit Movement Officer (UMO) Course

Objective	Provide regulatory guidance, unit procedures, duties, and responsibilities to NCO, SSG and above, warrant officers, and company grade officers designated as UMOs/NCO. One SGT or above per company sized unit may be trained as alternate UMO/NCO.
Scope	Discuss critical UMO tasks associated with the planning and execution of unit movements including: <ul style="list-style-type: none"> • UMO duties and responsibilities. • Automated unit movement system. • The mobilization, deployment, redeployment, and demobilization process. • Unit movement training requirements. • Loss and damage reporting. • Unit movement plans. • Unit movement coordination, preparation, and maintenance of movement data. • Unit loads. • Movement of hazardous cargo. • Planning of convoy, rail, sea, and air.
Prerequisites	<ul style="list-style-type: none"> • Commissioned officers, warrant officers, or NCOs, SSG or above, designated as UMO/Unit Movement NCO. • One SGT or above per company-sized unit may train as alternate UMO/NCO. • Must have one-year retainability in the unit. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One officer, warrant officer, or one NCO, SSG and above, per company-sized unit and designated as the UMO/unit movement NCO. • One SGT or above per company sized unit may train as alternate UMO/NCO.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 30 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Student will report to first day training with the unit movement plan. • Student must have a pocket-type calculator. • During rail loading training, the student will report for training with heavy duty working gloves. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	DA approval by FORSCOM message; FORSCOM Reg 55-1, para 2-11a; as directed by III Corps G3.

Legend:

DA – Department of the Army
FORSCOM – Forces Command
FY – Fiscal Year
NCO – Noncommissioned Officer

REG – Regulation
SGT – Sergeant
SSG – Staff Sergeant
UMO – Unit Movement Officer

Table C-13. Master Drivers Training Course

Objective	Provide regulatory guidance, unit procedures, duty, and responsibilities of a master driver to NCOs, officers, warrant officers, and company grade officers.
Scope	Discuss the master drivers program to include: <ul style="list-style-type: none"> • Regulatory guidance. • Unit procedures. • Duties and responsibilities. • Training requirements and procedures. • Required documentation. • Testing and licensing procedures.
Prerequisites	<ul style="list-style-type: none"> • Commissioned officers, warrant officers, or NCOs designated as unit master drivers with responsibility for establishing and conducting battalion or company drivers training program. • Must have a working knowledge of the ULLS-G. • Must be computer literate. • Must have one-year retainability in the unit. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One officer, warrant officer, NCO per battalion and company-sized unit. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 24 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate. • Graduation is the last day of class. • Each student must submit a written course critique.
Authority	As requested by III Corps IG based on Corps inspection results.

Legend:

FY – Fiscal Year

IG – Inspector General

NCO – Noncommissioned Officer

ULLS-G – Unit Level Logistics System-Ground

Table C-14. Commanders Total Fitness Course

Objective	<ul style="list-style-type: none"> • Provide regulatory guidance, unit procedures, duties, and responsibilities to NCOs, warrant officers, and company grade officers designated as unit total fitness coordinators. • Provide unit commanders without assigned master fitness trainers, a coordinator trained in the basics of total fitness to assist the commander in meeting total fitness objectives.
Scope	<p>Discuss the unit total fitness program:</p> <ul style="list-style-type: none"> • Evaluation of current unit total fitness program. • Weight control, profiles, and pregnancy fitness. • Duties and responsibilities. • Training requirements and procedures. • Required documentation. • Testing procedures. <p>This course does <u>not</u> replace the US Army's Master Fitness Trainer Course nor does it provide an ASI. Due to limited number of available master fitness trainer seats annually and high turnover rate, training is essential to assist unit commanders in maintaining an effective fitness program within the unit.</p>
Prerequisites	<p>Commissioned officers, warrant officers, or NCOs designated as unit total fitness coordinators who are responsible for establishing and conducting the total fitness training program. Units with assigned master fitness trainers may request training for a replacement when a 120 loss is anticipated.</p> <ul style="list-style-type: none"> • Comply with height and weight standards in AR 600-9. • Must have taken the APFT in the last thirty days and score a minimum of 80 points in each event. • No medical profile that precludes a student from attaining course standards. • Must have one-year retainability in the unit. <p>Security clearance: <u>not</u> required.</p>
Training Authorizations	<ul style="list-style-type: none"> • In units without assigned school-trained master fitness trainers - one officer, warrant officer, NCO per company sized unit. Must be designated as the unit total fitness coordinator. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	<p>Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 20 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date</p>
Requirements	<p>Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</p> <ul style="list-style-type: none"> • Student must bring the DA Form 705 during enrollment. • APF uniform will be the primary uniform. • Student will wear plastic nametag on the APF uniform. <p>Each student will bring to class:</p> <ul style="list-style-type: none"> • FM 21-20, Physical Fitness Training, with current changes. • Copy of unit METL, mission statement, and unit commander's PT policy for the BFPT program.

Table C-14. Commanders Total Fitness Course (continued)

Requirements (continued)	<ul style="list-style-type: none"> • 1 each Fort Hood required safety vest, and 1 each tape, for measuring body fat, NSN: 8315-01-238-8103. • Graduation is on the last day of class. • Each student must submit a written course critique.
Authority	As requested by III Corps IG based on Corps inspection results.

Legend:

APF – Army Physical Fitness

APFT – Army Physical Fitness Training

AR – Army Regulation

ASI – Additional Skills Identifier

BFPT – Battle Focused Physical Training

DA – Department of the Army

FM – Field Manual

FY – Fiscal Year

IG – Inspector General

METL – Mission Essential Task List

NCO – Noncommissioned Officer

NSN – National Stock Number

PT – Physical Training

US – United States

Table C-15. Automated Air Load Planning System (AALPS) Course

Objective	Provide training to selected personnel for the proper use of the AALPS hardware and software.
Scope	Discuss the use of AALPS to include: <ul style="list-style-type: none"> • Basic functional capabilities of AALPS. • Instructions for using the ELF search for, retrieval, view, and print equipment data. • Retrieve, edit, create, and delete force options/packages using the ELF. • Provide instructions for using the ALP aircraft parameter, deployment, and load levels when loading deployment forces. • To create combination loads using equipment from the ELF.
Prerequisites	Commissioned officers or noncommissioned officers designated as UMO/noncommissioned officer; <ul style="list-style-type: none"> • Must be computer literate. • Must have one-year retainability in the unit. • Security clearance: <u>not</u> required.
Training Authorizations	<ul style="list-style-type: none"> • One officer, warrant officer, noncommissioned officer per battalion and company size unit. • Units affected by force structure changes may request grade waiver for specific situations.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 20 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 70 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate. • Graduation is at 1700 hours on last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AALPS – Automated Air Load Planning System
ALP – Air Load Plan
AR – Army Regulation

ELF – Equipment Load Files
FY – Fiscal Year
UMO – Unit Movement Officer

Table C-16. Ammunition Awareness Course

Objective	Provide training to unit-level ammunition handlers on proper ammunition accountability procedures, transportation security requirements for Category I, II, III, and IV ammunition, and requirements for live ammunition and residue turn-in.
Scope	Duties and responsibilities of unit-level ammunition handlers in the areas of: <ul style="list-style-type: none"> • Ammunition accountability on the range including all required paperwork. • Transportation security requirements for different categories of ammunition. • Range storage security requirements for ammunition. • Turn-in of live ammunition and residue.
Prerequisites	Required training for all unit-level personnel designated on DA Form 1687 to pick-up or turn-in ammunition at the ASP or routinely handles ammunition.
Training Authorizations	As deemed necessary by unit commander.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 8 hours Capacity: 50 maximum and 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must score 80 percent or higher on the final examination to graduate. • Each student must submit a written course critique.
Authority	IAW III Corps CG Directive and FH Regulation 700-15.

Legend:

ASP – Ammunition Supply Point

FY – Fiscal Year

CG – Commanding General

IAW – In accordance with

FH – Fort Hood

Table C-17. Standard Army Maintenance System -1 (SAMS-1)

Objective	Provide personnel with knowledge and skills required to operate, maintain, and manage SAMS application software and computer system hardware.
Scope	Course covers principles, computer operations, and functional procedures associated with SAMS-1 software operating in Windows NT.
Prerequisites	Personnel qualified in MOS 92A10/20 with assignment in a maintenance facility utilizing SAMS or personnel assigned to a maintenance facility where SAMS is operational and who have supervisory responsibility for operators.
Training Authorizations	One enlisted operator per assigned workstation and one alternate operator per assigned work station. Sergeant and above, warrant officer, and officer assigned to supervisory responsibilities where the SAMS is operational.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 10 days Capacity: 20 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate. • Graduation is last day of class. • Each student must submit a written course critique.
Authority	AR 350-1, Chapter 4, Section II Paragraph 4-23

Legend:

AR – Army Regulation

FY – Fiscal Year

MOS – Military Occupational Specialty

SAMS – Standard Army Maintenance System

SAMS-1 – Standard Army Maintenance System

Table C-18. Combatives Skill Level 1

Objective	Combatives Skill Level 1 is a 40-hour course developed to teach the techniques of basic combatives.
Scope	Students will demonstrate fighting proficiency as well as the ability to instruct the course materials.
Prerequisites	Commissioned officers, warrant officers, or enlisted personnel selected to attend must have <i>no</i> profiles and be in excellent physical condition. Personnel not on profile but with a history of back or neck pain/injury should <u>not</u> attend this course. This course is very demanding physically.
Training Authorizations	One primary and one alternate per platoon. Per direction, CSA combatives guidance, 16 Sep 04.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 24 Maximum; 10 Minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • BDUs without metal insignia • Tennis or wrestling shoes • Mouthpiece • Men-Protective Cup • Women-Sports Bra <ul style="list-style-type: none"> • Graduation is on last day of class. • Each student must submit a written course critique.
Authority	Army Chief of Staff Directive dated 16 Sep 04

Legend:

BDU – Battle Dress Uniform
CSA – Army Chief of Staff

FY – Fiscal Year
SEP - September

Table C-19. Combatives Skill Level 2

Objective	Combatives Skill Level 2 is an 80-hour course developed to build on the techniques of Basic Combatives Level 1. Tailored to teach more advanced techniques which illuminate why the basic techniques are performed as they are as well as teaching the methodology/philosophy of the program.
Scope	Students will demonstrate fighting proficiency as well as the ability to instruct the course materials. Course graduates are qualified to supervise Level 1 instructors and be assistant instructors for the Level 1 course as well as run and referee unit level combatives tournaments.
Prerequisites	Commissioned officers, warrant officer, or enlisted personnel selected to attend must have <i>no</i> profiles and be in excellent physical condition. Personnel not on profile but with a history of back or neck pain/injury should <u>not</u> attend this course. This course is very demanding physically. Must be a graduate of a certified Level 1 course.
Training Authorizations	One primary and one alternate per company. Per direction, CSA combatives guidance, 16 Sep 04.
Administrative Instructions	Location: As listed in the annual Troop School FY class schedule Length: 5 days Capacity: 24 maximum; 10 minimum Class Hours: 0900-1200 and 1300-1730 Enrollment: 0900-0910 on class start date
Requirements	<ul style="list-style-type: none"> • BDUs without metal insignia • Tennis or wrestling shoes • Mouthpiece • Men-Protective Cup • Women-Sports Bra <ul style="list-style-type: none"> • Graduation is on last day of class. • Each student must submit a written course critique.
Authority	Army Chief of Staff Directive dated 16 Sep 04

Legend:

BDU – Battle Dress Uniform

FY – Fiscal Year

CSA – Army Chief of Staff

SEP- September

Glossary

Section I. Abbreviations

AALPS

Automated Airload Planning System

ACofS

Assistant Chief of Staff

AKO

Army Knowledge Online

ALP

Air Load Plan

AMSS

Army Material Status System

APF

Army Physical Fitness

APFT

Army Physical Fitness Test

AR

Army Regulation

ASI

Additional Skills Identifiers

ASP

Ammunition Supply Point

ATRRS

Army Training Requirements Resource System

ATTN

Attention

AVIM

Aviation Intermediate Maintenance

AVUM

Aviation Unit Maintenance

BDU

Battle Dress Uniform

BFPT

Battle Focused Physical Training

BNCOC

Basic NonCommissioned Officer Course

BSNCO

Battle Staff NonCommissioned Officer

CG

Commanding General

CM

Centimeter

CMF

Career Management Field

CSA

Army Chief of Staff

CSM

Command Sergeant Major

DA

Department of the Army

DOD

Department of Defense

DTMS

Digital Training Management System

ELF

Equipment Load Files

ETS

Expiration Term Service

FH

Fort Hood

FM

Field Manual

FORSCOM

Forces Command

FY

Fiscal Year

GT

General Technical

HAZMAT

Hazardous Material

IAW

In Accordance With

IG

Inspector General

ITO

Installation Transportation Officer

METL

Mission Essential Task List

MOA

Memoranda of Agreement

MOS

Military Occupational Specialty

MSC

Major Subordinate Command

MSO

Mission Support Order

MTOE

Modification Table of Equipment

MTT

Mobile Training Teams

NBC

Nuclear, Biological, and Chemical

NCO

Noncommissioned Officer

NLT

Not Later Than

NSN

National Stock Number

PBUSE

Property Book Unit Supply Enhanced

PLL

Prescribed Load List

PM

Program Manager

PMO

Provost Marshal Office

POC

Point of Contact

POI

Program of Instruction

POL

Petroleum, Oils, and Lubricants

PT

Physical Training

REG

Regulation

SAMS

Standard Army Maintenance System

SAMS-1

Standard Army Maintenance System-1

SAMS-E

Standard Army Maintenance System-Enhanced

SATS

Standard Army Training System

SEP

September

SGT

Sergeant

SSG

Staff Sergeant

ST

Skill Technical

TC-AIMS II

Transportation Coordinator-Automated Information for Movement Systems II

TMO

Transportation Movement Officer

TRADOC

Training and Doctrine Command

ULLS

Unit Level Logistics System

ULLS-S4

Unit Level Logistics System-S4

ULLS-A

Unit Level Logistics System-Aviation

ULLS-G

Unit Level Logistics System-Ground

UMO

Unit Movement Officer

30 January 2007

III CORPS & FH REG 350-7

US

United States

USAR

United States Army Reserve

1CD

1st Cavalry Division

4ID

4th Infantry Division

Section II. Terms

This section not used.