

**III CORPS AND FORT HOOD REGULATION 350-7**

Training  
**III Corps and Fort Hood Troop School**

**Department of the Army  
Headquarters, III Corps and Fort Hood  
Fort Hood Texas, 76544  
6 March 2015**

**UNCLASSIFIED**

# SUMMARY of CHANGE

III Corps & Fort Hood Regulation 350-7  
III Corps and Fort Hood Troop School

- This administrative revision, dated 6 March 2015
- This regulation supersedes Fort Hood Regulation 350-7, dated 08 March 2010.
- Army Regulation 350-1 (Army Training and Leader Development), Chapter 4, Section 4-23c (Section II paragraph 4-14), dated 19 August 2014. pages: 17,19,21,24,27,28,29,30,31,32,33,34,35,36,39,40,41,42,43,44,45,46,47,48,50,51,53, and 55.
- Upgrades Unit Level Logistics System – Ground to Standard Army Maintenance System 1 and 2 – Enhanced.
- Upgrades Unit Level Logistics System – S4 to Property Book Unit Supply – Enhanced.
- Adds Standard Army Ammunition System – Modernization.
- Removes Table B-23. Modern Army Combatives Program Level 1, page 42.
- Removes Table B-24. Modern Army Combatives Program Level 2, page 43.
- Changes Table B-26. Sustainment Automation Support Management Operations-Standard Army Maintenance System-Enhanced page 46.
- Adds, Glossary acronym Term, “Medical Trauma Assessment Course” page 54.
- Adds, Glossary acronym Term, “Unit Supply Introduction” page 54.

Training  
III Corps and Fort Hood Troop School

---

**History.** This publication is an administrative revision. The portions affected by this revision are listed in the summary of change.

**Summary.** Establishes III Corps and Fort Hood responsibilities and guidance by the Assistant Chief of Staff (ACofS), G3, Directorate of Plans, Training, Mobilization, and Security (DPTMS).

**Applicability.** This regulation applies to all units assigned or attached to III Corps and Fort Hood.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the ACofS, G3.

**Suggested improvements.** The proponent of this regulation is the ACofS, G3. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DPTMS, Training Division, Building 1001, 761st Tank Battalion Avenue, Fort Hood, Texas 76544.

FOR THE COMMANDER:

DAVID A. LESPERANCE  
COLONEL, US  
CHIEF OF STAFF

*Official:*



CHARLES E. GREEN, SR.  
Director, Human Resources

DISTRIBUTION:  
IAW FH Form 1853: S

---

\*Supersedes III Corps and Fort Hood Regulation 350-7 dated 8 March 2010

## Contents

**Chapter 1**, page 1  
**Overview**, page 1  
Purpose, 1-1, page 1  
References, 1-2, page 1  
Abbreviations and Terms, 1-3, page 1

**Chapter 2, page 1**

**Responsibilities, page 1**

Assistant Chief of Staff (ACofS), G3, 2-1, page 1

Directorate for Plans, Training, Mobilization, and Security (DPTMS), 2-2, page 1

DPTMS/Troop School Operations, 2-3, page 2

Troop School Program Manager, 2-4, page 2

Major Subordinate Commands (MSC/SEP BDE) and Separate (SEP) Brigades (BDE's), 2-5, page 2

Unit Commanders, 2-6, page 3

Selected Soldiers, 2-7, page 3

**Chapter 3, page 3**

**Policy, page 3**

Training goals, 3-1, page 3

Training instruction, 3-2, page 4

Waivers, 3-3 page 4

**Chapter 4, page 4**

**Training Management, page 4**

Needs assessment survey, 4-1, page 4

Quotas and allocations, 4-2, page 5

Cross training, 4-3, page 6

Military occupational specialty or additional skills identifiers code, 4-4, page 6

Course schedules, 4-5, page 6

Unscheduled classes, 4-6, page 6

Course prerequisites, 4-7, page 6

Registration procedures, 4-8, page 7

Primary quotas, 4-9, page 7

Alternates, 4-10, page 7

Enrollments, 4-11, page 8

No shows, 4-12, page 8

Student status, 4-13, page 9

Student release, 4-14, page 9

**Chapter 5, page 10**

**Courses of Instruction, page 10**

Military Skills Enhancement Program contract courses, 5-1, page 10

Motor pool operations and management courses, 5-2, page 10

Supply operations management courses, 5-3, page 10

Deployment operations, 5-4, page 11

Support and technical skills courses, 5-5, page 11

Army Training Requirements Resources System, 5-6, page 11

Medical courses, 5-7, page 11  
Leader's courses, 5-8, page 11

**Chapter 6**, page 12  
**Certification**, page 12  
Certification requirements, 6, page 12

## **Appendixes**

A. References, page 13  
B. Course Descriptions, page 17

### **Tables List**

Table B-1. Air Lift Planners Course with ICODES (ALPC), page 17  
Table B-2. Ammunition Awareness Course, (AAC) page 18  
Table B-3. Automated Air Load Planning System ICODES (AALPS) Course, page 19  
Table B-4. Basic Life Support (BLS), page 20  
Table B-5. Battalion Executive and S3 Operations Officers Course (XOS3), page 21  
Table B-6. Battle Staff Noncommissioned Officer Course (BS NCO) 250-AS12S, Course, page 22  
Table B-7. Chemical, Biological, Radiological, and Nuclear Defense Course, (CBRN) page 24  
Table B-8. Combat Lifesaver Course, (CLS) page 25  
Table B-9. Company Commander / First Sergeant Pre-Command Course (CCFS PCC), page 26  
Table B-10. Digital Training Management System (DTMS), page 27  
Table B-11. Fuel Handler Course, (FHC) page 28  
Table B-12. Generator Operator Course, (GOC) page 29  
Table B-13. Global Combat Service Support-Army Warehouse Operations (WHS-OPNS Course ) page 30  
Table B-14 Hazardous Materials Endorsement (HME) Course, page 32  
Table B-15. Master Drivers Training Course, (MDC) page 33  
Table B-16. Medical Training Assessment Course, (MTAC) page 34  
Table B-17. Motor Pool Clerk Course with Standard Army Maintenance System 1– Enhanced, (MPCLK) page 35  
Table B-18. Motor Pool Operations and Management Course with Standard Army Maintenance System 1 – Enhanced, (MPMGRS) page 36  
Table B-19. Property Book Manager's Course with Property Book Unit Supply Enhanced, (PBO MGR) page 38  
Table B-20. Publications Management, (PUBS MGNT) page 39  
Table B-21. Director of Public Works (DPW) Repairs and Utilities(R&U), page 40  
Table B-22 Standard Army Ammunition System-Modernization (SAAS-MOD) page 41  
Table B-23. Standard Army Maintenance System 1–Enhanced, (SAMS1-E) page 42  
Table B-24. Standard Army Maintenance System 2–Enhanced, (SAMS2-E) page 43

Table B-25 Sustainment Automation Support Management Operations, SAMS-Enhanced (SASMO-SAMS-E) page 45  
Table B-26. Transportation Coordinators' Automated Information for Movement Systems II Unit Move 1 (TC AIMS II UM1), page 46  
Table B-27. Transportation Coordinators' Automated Information for Movement Systems II, Unit Move 2 (TC AIMS II (UM2)), page 47  
Table B-28. Unit Armorer Course, (UAC) page 48  
Table B-29. Unit Movement Officer (UMO) Course, page 49  
Table B-30. Unit Supply Enhanced (USE) Clerk Course (CLK), (USE CLK) page 50  
Table B-31. Unit Supply-Enhanced Introduction Course (USE-INTRO), 52  
Table B-32. Unit Supply Enhanced (USE) Operations and Management Course, (USE MGR) page 53  
Table B-33. Unit Total Fitness Course, (UTF) page 54

**Glossary**, page 55

## **Chapter 1 Overview**

### **1-1. 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 Fort Hood Troop School.

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

## **Chapter 2 Responsibilities**

### **2-1. Assistant Chief of Staff (ACofS), G3**

The Assistant Chief of Staff, G3 is responsible for the Troop School program for III Corps and Fort Hood. ACofS, G3:

- a. Provides funding to accomplish the annual schedule of training developed based on the unit needs assessment survey.
- b. Approves new Programs of Instruction (POIs) and annually validates current training courses.
- c. Approves requests for Mobile Training Teams for III Corps units. Notifies Troop School of unused training slots so that other units may fill them.
- d. Approves unit requests for Exception to Policies (ETPs) to Troop School local policies and procedures.
- e. Will, in the event the arms room security system fails, task a unit to provide a 24-hour military guard force until the system has been restored. III Corps G3 will coordinate the tasking with the Troop School Program Manager, Contracting Officer Representative (COR), and Manager for building 33009.

### **2-2. Directorate for Plans, Training, Mobilization, and Security (DPTMS)**

The DPTMS is responsible for oversight of the Troop School Program. DPTMS will provide:

- a. COR for Military Skills Enhancement Program contract oversight.
- b. Oversight for the Troop School Operations Section.
- c. Guidance for the conduct of an annual unit needs assessment survey.
- d. Guidance for scheduling MOS enhancement or sustainment classes according to:
  1. Army Regulation (AR) 350-1, (Army Training and Leader Development).
  2. Forces Command (FORSCOM) Regulation 350-4, Active Component/ Reserve Component Partnerships.
  3. Fort Hood Regulation 350-1(Training and Leader Development).
  4. Fort Hood Regulation 350-7, (III Corps ad Fort Hood Troop School).

5. Command training needs.
6. Allocation of training funds.
7. Annual budget requirements based on needs assessment survey.

### **2-3. DPTMS/Troop School Operations**

Troop School Operations will:

- a. Conduct the annual unit needs assessment survey.
- b. Prepare Troop School courses and schedules for the appropriate Fiscal Year (FY).
- c. Act as the III Corps and Fort Hood Point of Contact (POC) for all Troop School course requests and course information.
- d. Serve as the principal liaison between Fort Hood Troop School and III Corps units.
- e. Maintain required historical files on Troop School courses.

Troop School POC information is as follows:

- a. Clerks' Phone Numbers- 254-287-1771; DSN 737-1771
- b. Secretary's Phone Numbers- 254-287-4191; DSN 737-4191
- c. Troop School Website: <http://www.hood.army.mil/troop.school.aspx>
- d. E-Mail Address- [usarmy.hood.usag.mbx.dpmts-troopschool.mil@mail.mil](mailto:usarmy.hood.usag.mbx.dpmts-troopschool.mil@mail.mil)

### **2-4 Troop School Program Manager**

The Troop School Program Manager:

- a. Is responsible for the control and operation of the III Corps and Fort Hood Troop School.
- b. Assists DPTMS personnel with the annual unit needs survey.
- c. Assists DPTMS personnel in the scheduling of MOS enhancement or sustainment classes.
- d. Assists DPTMS and G3 with coordinating unscheduled training course requirements with Major Subordinate Command (MSC) and separate brigade schools personnel.
- e. Provides qualified instructors and training support materials **not** furnished by the Government.
- f. Program Manager POC information is as follows: Program Manager's Phone Numbers- 254-288-2233; DSN 738-2233; E-Mail Address- [usarmy.hood.usag.mbx.dpmts-troopschool.mil@mail.mil](mailto:usarmy.hood.usag.mbx.dpmts-troopschool.mil@mail.mil)

### **2-5 Major Subordinate Commands (MSC/SEP BDE) and Separate (SEP) Brigades (BDE's)**

MSC/SEP BDE shall:

- a. Provide accurate and timely input to annual needs survey consistent with units' training strategies and the Army Force Generation life cycle.
- b. Identify positions requiring MOS enhancement or sustainment training and request quotas on a timely basis for courses based on actual needs.
- c. Allocate quotas to subordinate units and submit applications for courses on a timely basis within established guidelines and suspense dates.
- d. MSC/SEP BDE unused quota allocations will revert back to Fort Hood Troop School on the suspense date for re-allocation.

## **2-6. Unit Commanders**

Unit commanders, first sergeants and Command Sergeants Majors (CSMs) may sign applications for their respective commands and:

- a. Select Soldiers for courses based on actual training requirements.
- b. Notify Soldiers selected for courses and the affected leaders at least 30 duty days in advance of the course enrollment date.
- c. Ensure selected Soldiers know the location, enrollment time and have the required equipment for courses.
- d. Submit enrollment application through schools Noncommissioned Officers (NCOs) to meet suspense date established by Troop School as listed in the FY class schedule.
- e. Verify and initial all waiver requirements.
- f. Make changes in selected personnel only for valid emergencies. Normal unit activities and scheduled field exercises are **not** valid excuses for changing selected Soldiers.
- g. Soldiers attending Troop School -primary place of duty –no distractions. Exempt selected Soldiers attending Troop School from all duties and/or formations for the duration of the course. The only exceptions are morning accountability formation and unit physical fitness training. These exceptions do **not** interfere with class attendance.
- h. Ensure selected Soldier has no appointments during the course period.
- i. Reschedule appointments as necessary.

## **2-7. Selected Soldiers**

Selected Soldiers shall:

- a. Attend morning accountability formation and participate in the Unit Physical Fitness Program as directed by the III Corps Commander prior to reporting to class.
- b. Report for enrollment and class at the prescribed location, date, and time.

## **Chapter 3 Policy**

### **3-1. Training goals**

Fort Hood Troop School Training:

- a. Supplements MOS and unit training by providing enhancement or sustainment training to Soldiers, leaders, and trainers.
- b. Provides sustainment training on new equipment items and systems as they become available through the Army inventory.
- c. Will enhance Soldier job performance, provide certification in technical skills or supplement knowledge, skills, and abilities essential to mission success.
- d. Does **not** relieve, replace or exclude the chain of command from their roles as trainers.

### 3-2. Training Instruction

- a. AR 350-1, Chapter 4, Section II, paragraph 4-14, lists those courses that are approved for contracted support and therefore facilitated by the Troop School contract.
  1. New courses may also be announced by message each year.
  2. The Senior Commander may direct Troop School to develop and conduct Soldier training courses for support and technical skills.
- b. The Fort Hood Troop School provides:
  1. Sustainment training under the military skills enhancement contract.
  2. Administrative and logistical support for the military instructed Defense Ammunition Center (DAC) Technical Transportation of Hazardous Materials AMMO-62 Course and United States Air Force (USAF) Air Lift Planners Course.
- c. Quality Assurance evaluators monitor course instruction to verify compliance with Training and Doctrine Command (TRADOC) approved POIs.
- d. The TRADOC proponent school must approve POI updates before implementation.

### 3-3. Waivers

Commanders or First Sergeants:

- a. 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 justify training for a selected Soldier.
- b. Will certify on the enrollment application that Soldiers **not** meeting time in service requirement intend to reenlist.

## Chapter 4 Training Management

### 4-1. Needs assessment survey

- a. Troop School will conduct an annual unit needs assessment survey. MSC/SEP BDE will be tasked by Operations Order (OPORD) to provide survey results **No** Later Than (NLT) 15 March, annually. MSC/SEP BDE will receive surveys **no** later than 15 January, annually. Only courses approved by the Department of the Army (DA) with a TRADOC POI and command directed courses may be taught by contract at the Fort Hood Troop School.
- b. MSC/SEP BDE will conduct a supplemental needs assessment survey when a significant change in troop density occurs or as directed by the Commander, III Corps and Fort Hood or the designated representative.
- c. Troop School Operations will:
  1. Consolidate MSC/SEP BDE survey results.
  2. In consultation with the Program Manager, determine the quantity and courses required for the next fiscal year.
  3. Prepare input to DPTMS for the annual budget estimate.
  4. Forward survey results and cost analyses through DPTMS to G3 who will forward to FORSCOM.

5. In consultation with Program Manager, prepare a final class schedule with unit quotas **not** later than 1 July annually.

6. Publish the FY class schedule and class rosters at least 30 days prior to class date, and post to the Fort Hood SharePoint and Army Knowledge Online (AKO) Fort Hood Troop School folders. The Fort Hood SharePoint link is at <https://intranet.hood.army.mil/units/iiicorps/SpecialPrograms/troops/default.aspx>; the AKO link is at <https://www.us.army.mil/suite/community/7626409>.

7. Publish and post a final class roster to the Fort Hood SharePoint and AKO, Fort Hood Troop School folder the day prior to class start date. The Fort Hood SharePoint link is at <https://intranet.hood.army.mil/units/iiicorps/SpecialPrograms/troops/default.aspx>; the AKO link is at <https://www.us.army.mil/suite/community/7626409>.

#### **4-2. Quotas and allocations**

MSC/SEP BDE submits annual quota requirements (by quarter) to the Fort Hood Troop School as a part of the annual needs assessment survey.

a. Troop School will:

1. Determine the quantity and courses required for the next quarter.
2. Analyze survey results to determine training requirements and required training funds.

3. Prepare a final class schedule with unit quotas **not** later than 1 July annually or upon DA approval of courses.

4. Publish the FY class schedule and class rosters at least 30 days out to the Fort Hood SharePoint Folders. This information can also be found under the Fort Hood Troop School AKO Folder. The Fort Hood SharePoint link is at <https://intranet.hood.army.mil/units/iiicorps/SpecialPrograms/troops/default.aspx>; the AKO link is at <https://www.us.army.mil/suite/community/7626409>.

5. Post a final class roster in the Fort Hood Public Folder listing primary and alternates.

b. Units will:

1. Fill each allocated quota **not** later than the suspense date listed in the class schedule.

2. Coordinate requests with Troop School Operations **not** later than 10 working days before class start date.

3. Allocate Fort Hood Civilian employees which require training in Troop School courses. This will count against allocations for the unit to which they are assigned.

c. Off-post III Corps elements:

1. May attend Fort Hood Troop School on a space available basis. These elements include Soldiers from other installations **not** assigned to III Corps, Fort Hood tenant units, United States Army Reserve (USAR) Soldiers, and Army National Guard Soldiers.

2. III Corps and Fort Hood subordinate units participate in the annual needs assessment survey.

3. Requests courses **not** locally available that are necessary to meet III Corps standards and are taught at Troop School.

4. Provides a POC who will consolidate the annual needs for III Corps units at their post and provide requirements.

5. Ensures consolidated request arrives by established suspense date for the needs assessment survey.

#### **4-3. Cross training**

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

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

#### **4-4. Military occupational specialty or additional skill identifiers code**

Troop School courses do **not** produce MOSs and Additional Skill Identifiers (ASIs). Training is MOS enhancement or sustainment training.

#### **4-5. Course schedules**

DPTMS Training Chief and Troop School Program Manager prepare course schedules by 1 July annually for the upcoming FY based on:

- a. MSC/SEP BDE input to the needs assessment survey.
- b. Requests for quotas.
- c. DA course approval and training funds allocations. Class sizes and frequency vary with the course of instruction and availability of resources.

#### **4-6. Unscheduled classes**

- a. Units may request additional classes for specific new requirements by:
  1. A full written justification must accompany the request.
  2. MSC/SEP BDE will make every effort to identify training requirements during the annual needs assessment survey and to fill all allocated seats during regularly scheduled classes.
  3. MSC/SEP BDE may submit requests for unscheduled classes through their MSC schools section.
  4. The request must arrive at Troop School Operations **not** later than 30 days prior to the requested class date.
- b. III Corps and Fort Hood units consideration for additional courses is based on:
  1. Adequate justification.
  2. Availability of class dates and funds.
  3. Number of Soldiers who will attend.

#### **4-7. Course prerequisites**

- a. Identify a target population.
- b. Reduce training duplications.

- c. Selected Soldiers:
  - 1. Must be assigned to or pending assignment to duties requiring the training.
  - 2. Must be the alternate in the duties to provide for 24 hour-a-day operations.
  - 3. Must have one year retainability in the duty position.
  - 4. May replace a Soldier scheduled as a unit loss within 120 days.
  - 5. With less than six months remaining may receive training to meet critical needs in support of the unit's Mission Essential Task List (METL) or operational requirements.

#### **4-8. Registration procedures**

- a. Units will select Soldiers to attend specific Troop School courses to resolve a performance shortfall, meet METL or operational requirements, or to maintain and sustain MOS skills.
- b. Unit commanders or First Sergeants will:
  - 1. Make every effort to ensure the Soldier is available for attendance.
  - 2. Inform the selected Soldier of course date, location, and time and equipment requirement.
  - 3. Have the selected Soldier cancel or reschedule appointments during the class period.
  - 4. Prepare the application for attendance at Fort Hood Troop School.
  - 5. Sign the application if submitted manually.
  - 6. Complete and initial a waiver request on the bottom of application for Soldiers requiring waivers of MOS, rank or retention time.
- c. Troop Schools Operations will only accept requests for III Corps and Fort Hood Soldiers from the MSC/SEP BDE Schools NCO. Once a determination is made for III Corps and Fort Hood Soldiers to attend a Troop School course, the E-App process starts at the Company (CO)/ Troop (TRP)/ Battery (BTRY) level and is submitted through the Schools NCO chain.

#### **4-9. Primary quotas**

- a. MSC/SEP BDE will submit one applicant for each allocation as requested during the unit needs assessment survey.
- b. Soldiers who require training to meet pre-deployment operational requirements will receive first priority of quota allocations.

#### **4-10. Alternates**

- a. Alternates should require the training to perform their primary duties or to provide the unit capability for 24 hour-a-day operations.
- b. Alternates will be submitted by the established suspense date for each course.
- c. Units may submit alternates for any course even though they do **not** have a primary seat.
- d. Alternates receive unfilled or returned primary quota seats after the suspense date has passed.

e. Alternates must be present during enrollment on class start date. The MSC/SEP BDE with a “no show” has first priority on the vacant seat if alternates have been submitted. MSC schools NCO must be present to fill “no show” slots. If the MSC/SEP BDE schools NCO is **not** present, slots will be given to the first alternate on the roster, regardless of organization.

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

g. Attendance by alternates

h. Ensures that vacancies are filled and training funds are spent for maximum training benefit.

#### **4-11. Enrollments**

a. All MSC/SEP BDE schools NCOs or their representative must be present for all Fort Hood Troop School enrollments.

b. Troop School classes enroll between 0900 and 0905 the first day of class. Enrollment of primary students will continue until 0905, at which time the final primary names will be called and then Troop School will begin taking alternates. Any student arriving after 0905 will be considered late and may **not** have a seat in the class. Students arriving late and **not** admitted to class will be required to re-submit their E-application for the next available class.

c. The class schedule provides class locations.

1. Changes to locations are reported to the MSC schools sections and posted in the Fort Hood Troop School SharePoint Folder and the Troop School AKO folder. The Fort Hood SharePoint link is at <https://intranet.hood.army.mil/units/iicorps/SpecialPrograms/troops/default.aspx>; the AKO link is at <https://www.us.army.mil/suite/community/7626409>.

2. Changes in primary applicants **cannot** be made at enrollment time, except for emergencies that occur since the last duty day (i.e., emergency leave, hospitalization, etc.). Changes due to valid emergencies or unscheduled deployments may be made through class enrollment time by the unit.

3. The unit schools section may coordinate changes caused by unexpected situations through the last duty day before class enrollment (i.e., relief for cause, unscheduled assignment of new Soldier for position, deployments, etc.).

#### **4-12. No shows**

a. “No shows”:

1. Seriously hinder the unit’s training effort.

2. Result in a lost training opportunity.

3. Increase training costs if alternates **cannot** fill all quotas.

4. Increase the risk of class cancellation.

5. Cause a Soldier to **not** be at their appointed place of duty.

6. Will be reported when:

a) Primary applicants fail to report.

b) Alternates called to fill vacancies caused by “no shows” fail to report.

c) Applicants reporting after class enrollments are “no shows”.

b. Troop School Operations:

1. Compiles a "No Show" list after each enrollment and forward through One Stop Shop Mission Support Element (MSE)/G-3 Schools Sergeant Major (SGM).
2. Identifies "no shows" to respective MSC **not** later than close of business the day of occurrence.
- c. The unit schools sections:
  1. Identifies "no shows" to subordinate units.
  2. Unit commanders will submit "no show" responses to One Stop Shop MSE/G3 Schools Sergeant Major (SGM) **not** later than five working days after course enrollment. The written response must be submitted through the unit's MSC and signed by the brigade CSM or first colonel in the chain of command.
  3. Maintains responses on file.
  4. "No shows" are an inspection item during command inspections.
- d. One Stop Shop will send all MSC/SEP BDE "no show" responses to III Corps ACofS, G-3 on a weekly basis.

#### **4-13. Student status**

- a. Students:
  1. Are attached to Troop School for training only.
  2. 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.
  3. Are **not** released for routine functions such as formations, physical fitness tests, urinalysis tests, inspections, or field training exercises.
  4. Will cancel or reschedule appointments for a period when **not** in class.
  5. May **not** miss more than one hour total during the course.
  6. Are released to units for III Corps directed training, safety Stand-Downs, training holidays and federal holidays.
  7. 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.
- b. Unit schools section will notify the Troop School Operations of any requirements.
- c. Units retain responsibility for:
  1. Discipline.
  2. Quarters.
  3. Rations.
  4. Transportation.
- d. 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.
- e. Students from other installations are responsible for their own billeting, transportation and rations.

#### **4-14. Student release**

The Troop School Project Manager (PM) has student release authority.

- a. Release criteria include:
  1. Academic. When academic performance is so poor that continued attendance is **not** beneficial to either party.

2. Disciplinary. When a student's motivation, violation or infraction of the rules or regulations warrants release.

3. Administrative. When the student **cannot** complete the course due to circumstances beyond their control.

4. Medical. When an injury or illness results in the inability to complete the course.

b. 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.

\* III Corps directed training, Safety Stand-Downs or inclement weather \*

When this occurs adjustments will be made to course schedules automatically as directed by Commander, III Corps and Fort Hood.

## **Chapter 5**

### **Courses of instruction**

#### **5-1. Military Skills Enhancement Program contract courses**

Military Skills Enhancement Program contract courses:

a. Provides MOS skills enhancement and sustainment training in low density MOSs, and supplements unit on-the-job training.

b. Are taught according to AR 350-1 and TRADOC approved POIs.

c. Courses **not** authorized by AR 350-1, but deemed mission critical by the Senior Commander can be taught with an approved TRADOC POI.

d. Includes mission critical courses approved for contracted instruction

e. Appendix B of this regulation contains course descriptions.

f. Provides 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.

#### **5-2. Motor pool operations and management courses**

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

a. Generator Operator Course

b. Global Combat Support System-Army (GCSS-A) Class IX Warehouse/SSA (CLIX-WHS) Course

c. Motor Pool Clerk Course with Standard Army Maintenance System 1 – Enhanced (SAMS1-E).

d. Motor Pool Manager's Course with SAMS1-E.

e. Standard Army Maintenance System 1 and 2 – Enhanced.

#### **5-3. Supply operations management courses**

Courses in automated and manual logistics procedures include:

a. Unit Supply-Enhanced Clerk Course with Property Book Unit Supply-Enhanced (PBUSE).

b. Unit Supply-Enhanced Manager Course with PBUSE.

c. Property Book Manager's Course with PBUSE.

- d. Unit Supply Logistics System Enhanced-Aviation.
- e. Unit Armorer Course (UAC).
- f. Fuel Handler Course (FHC).

#### **5-4. Deployment operations**

Courses in deployment operations and procedures include:

- a. Air Lift Planners Course with Integrated Computerized Deployment System (ICODES)
- b. Automated Air Load Planning System (AALPS).
- c. Unit Movement Officer Course (UMOC).
- d. Transportation Coordinators' – Automated Information for Transportation Movement System II (TC-AIMS II) Unit Move 1.
- e. TC-AIMS II Unit Move 2.
- f. TC-AIMS II System Administrator and Database Administrator.

#### **5-5. Support and technical skills courses**

Support and technical skills courses include:

- a. Chemical, Biological, Radiological, and Nuclear (CBRN) Defense Course.
- b. Digital Training Management System (DTMS).

#### **5-6. Army Training Requirements Resources System**

- a. Ammunition 62-on site (AMMO-62-OS) (Technical Transportation of Hazardous Material) is provided through a memorandum of agreement (MOA) between the United States Army Defense Ammunition Center and III Corps.
- b. Battle Staff Noncommissioned Officer (BSNCO) Course and First Sergeant Course is provided through Distance Learning by the United States Army Sergeants Major Academy.
- c. Troop School will provide administrative, classroom and manpower support for AMMO-62-OS, BSNCO and First Sergeant Course instruction.

#### **5-7. Medical courses**

Medical training will be conducted with oversight by the III Corps Surgeons Office. Training will include Basic Lifesaver Course, Combat Lifesaver Course (CLS), and Medical Trauma Assessment Course (MTAC) for health care specialist or Soldiers needing Continuing Educational Units (CEUs) that prepare them for the Emergency Medical Technician-Basic (EMT-B), emergency medical technician-refresher certification, and other medical related courses required for continuing education or recertification.

#### **5-8. Leaders courses**

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

- a. Company Commander/First Sergeants Pre-Command Course.
- b. Battalion Executive Officer and Operations Officer Training Course.

## **Chapter 6 Certification**

### **6-1. Certification requirements**

The Command Maintenance Discipline Program requires all Soldiers responsible for logistics or maintenance management be certified in the appropriate Standard Army Maintenance Information System (STAMIS) before assuming their duties.

- a. Certification is required for:
  1. SAMS1-E clerks.
  2. Battalion and company motor sergeants.
  3. Motor technicians.
  4. Battalion and company maintenance officers.
- b. Certification is obtained through:
  1. Attendance in the Motor Pool Operations and Management Course for first line managers.
  2. Attendance at the SAMS1-E Course or Motor Pool Clerk Course (for clerks).
- c. Certification in PBUSE STAMIS is required for:
  1. Company executive officers.
  2. Unit supply officers.
  3. Unit supply sergeants.
  4. Unit supply clerks.
  5. Property book officers.
- d. Certification in Unit Level Logistics System – Aviation is required for:
  1. Aviation maintenance and crew chief.
  2. Production and quality control personnel.
  3. Technical supply personnel.
- e. Certification is valid for two years.

## **Appendix A References**

### **Section I Required References**

#### **ADRP 7-0**

Training Units and Developing Leaders, cited in Table B-8

#### **AR 350-1**

Army Training and Leader Development, cited in para Summary, 2-2d(1), 3-2a, 5-1b, 5-5b, tables B-1, B-3, B-5, B-6, B-7, B-8, B-9, B-13, B-15, B-16, B-17, B-19, B-20, B-21, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-32, and B-33

#### **AR 600-9**

The Army Body Composition Program, cited in table B-6, B-12, and B-33

#### **CFR 49**

Code of Federal Regulation, cited in table B-14

#### **DOD 4500.9-R**

Defense Transportation Regulation cited in table B-14

#### **FHR 350-1**

Training and Leader Development, cited in para 2-2d (3), table B-4, B-22, and B-27

#### **FHR 420-27**

Care, Maintenance and Alterations of Facilities, cited in table B-21

#### **FHR 700-15**

Fort Hood Ammunition Handbook, cited in table B-2, B-14

#### **FHR 703-2**

Petroleum Management, Operations and Procedures, cited in table B-3 and B-11

#### **TC 3-25.26**

Map Reading and Land Navigation, cited in table B-7 and B-9

#### **FORSCOM 350-4**

Active Component/Reserve Component Partnerships, cited paragraph 2-2 (d2)

**Section II**  
**Related References**

**AR 335-15, C1**

Management Information Control System,

**AR 525-29**

Army Force Generation

**AR 600-20**

Army Command Policy

**AR 600-55**

The Army Driver and Operator Standardization Program cited in table B-14

**AR 614-200**

AR 614-200 Enlisted Assignments and Utilization Management cited in table B-6

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

**DA PAM 670-1**

Guide to the Wear and Appearance of Army Uniforms and Insignia,

**DA PAM 611-21**

Military Occupational Classification and Structure cited in table B-6

**FM 7-22, C1**

Army Physical Readiness Training

**FORSCOM 350-2**

Reserve Component Training,

**FORSCOM 55-1**

Unit Movement Planning,

**FORSCOM 55-2**

Unit Movement Data Reporting,

**FORSCOM 350-4**

Active Component/ Reserve Component Partnerships

**FORSCOM 350-10**

Training and Certification Program for Personnel Working in Ammunition Operations,

**FORSCOM 500-3**

Forces Command Mobilization and Deployment Planning System,

**TRADOC 350-10,**

Institutional Leader Training and Education,

**TRADOC 350-18**

The Army School System,

**TRADOC 350-40**

Army Training Help Desk Federation

**TRADOC 350-70**

Army Learning Policy and Systems

**TRADOC PAM 70-3**

Research, Development and Acquisition: Working with Contractors in the Workplace,

**TRADOC PAM 350-70-3**

Staff and Faculty Development,

**TRADOC PAM 350-70-4**

System Approach to Training: Evaluation,

**TRADOC PAM 350-70-5,**

System Approach to Training: Testing,

**TRADOC PAM 350-70-6,**

System Approach to Training: Analysis,

**TRADOC PAM 350-70-7,**

Army Educational Process,

**TRADOC PAM 350-70-9,**

Budgeting and Resourcing,

**TRADOC PAM 350-70-10,**

Systems Approach to Training Course and Courseware Validation,

**TRADOC Pamphlet 350-70-12,**

The Army Distributed Learning (DL) Guide,

**TRADOC Pamphlet 350-70-16,**

Army Training and Education Proponents,

### **Section III Prescribed Forms**

#### **DA Form 1687**

Notice of Delegation of Authority – Receipt for Supplies cited in table B-2, B-14

### **Section IV Referenced Forms**

#### **Department of the Army, DA Form 1059**

Service School Academic Evaluation Report, cited in table B-6,

#### **Department of the Army, DA Form 705**

Army Physical Fitness Test Scorecard

#### **Department of the Army, DA Form 2028**

Recommended Changes to Publications and Blank Forms, cited in Summary

#### **Fort Hood, FH Form 350-18-2**

Evaluation Sheet-Unit Armorer Final Exam

#### **Fort Hood, FH Form 1853**

Distribution Scheme, cited page i

#### **DD Form 1902**

Certificate of Qualification, cited in table B-14

**Appendix B  
Course Descriptions**

**Table B-1. Air Lift Planners Course (ALPC)**

<b>Objective</b>	Provide selected personnel training to prepare, check and sign unit aircraft load plans. The course is designed to train personnel on the planning and execution of airlift operations execution.
<b>Scope</b>	Discuss the affiliation requirements, to include: <ul style="list-style-type: none"> <li>• Basic functional capabilities of ALPCs.</li> <li>• Equipment preparation for air shipments.</li> </ul>
<b>Prerequisites</b>	Officers or NCOs designated as UMO and NCO: <ul style="list-style-type: none"> <li>• Must be UMO trained.</li> <li>• Must have one year retainability in the unit.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One officer, warrant officer, NCO per battalion and company size unit.</li> <li>• Units affected by force structure changes may request grade waiver for specific situations.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 8 days.</li> <li>• Capacity: 25 maximum; 15 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 70 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is on last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14

**Legend for Table B-1:**

ALPC – Air Lift Planners Course  
AR – Army Regulation  
FY – Fiscal Year  
NCO –Noncommissioned Officer  
UMO – Unit Movement Officer

**Table B-2. Ammunition Awareness Course (AAC)**

<b>Objective</b>	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.
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Duties and responsibilities of unit-level ammunition handlers in the areas of:</li> <li>• Ammunition accountability on the range, including all required paperwork.</li> <li>• Transportation security requirements for different categories of ammunition.</li> <li>• Range storage security requirements for ammunition.</li> <li>• Turn-in of live ammunition and residue.</li> </ul>
<b>Prerequisites</b>	Required training for all unit-level personnel designated on DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) to pick-up or turn-in ammunition at the ASP or routinely handles ammunition.
<b>Training authorizations</b>	As deemed necessary by unit commander.
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 8 hours.</li> <li>• Capacity 50 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must score 80 percent or higher on the final examination to graduate.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	IAW III Corps Commanding General (CG) directive and FH Regulation 700-15 (Fort Hood Ammunition Handbook).

**Legend for Table B-2:**

ASP – Ammunition Storage Point  
CG – Commanding General  
DA – Department of the Army  
FH – Fort Hood  
FY – Fiscal Year  
IAW – In Accordance With

**Table B-3. Automated Air Load Planning System (AALPS) ICODES Course**

<b>Objective</b>	Provide training to selected personnel for the proper use of the AALPS hardware and ICODES software.
<b>Scope</b>	Discuss the use of AALPS, to include: <ul style="list-style-type: none"> <li>• Basic functional capabilities of AALPS.</li> <li>• Instructions for using the ELF search for, retrieval, view, and print equipment data.</li> <li>• Retrieve, edit, create, and delete force option or packages using the ELF.</li> <li>• Provide instructions for using the Automated Loading Planner (ALP) aircraft parameter, deployment, and load levels when loading deployment forces.</li> <li>• Create combination loads using equipment from the Equipment Characteristics Record (ECR).</li> </ul>
<b>Prerequisites</b>	Commissioned officers or NCOs designated as Unit Movement Officer (UMO) and NCO: <ul style="list-style-type: none"> <li>• Must be computer literate.</li> <li>• Must have one year retainability in the unit.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One officer, warrant officer, NCO per battalion and company size unit</li> <li>• Units affected by force structure changes may request grade waiver for specific situations.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 20 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 70 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is on last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14

**Legend for Table B-3:**

- AALPS – Automated Air Load Planning System
- ALP – Automated Loading Planner
- AR – Army Regulation
- ECR – Equipment Characteristics Record
- ELF – Equipment Characteristics Editor
- FY – Fiscal Year
- NCO – Noncommissioned Officer
- UMO – Unit Movement Officer

**Table B-4. Basic Life Support (BLS)**

<b>Objective</b>	The Basic Life Support course is designed to train participants to save lives of victims in cardiac arrest through high-quality cardiopulmonary resuscitation. This Course will provide unit commanders with trained and certified Basic Life Support Provider as required by Fort Hood Regulation 350-1.
<b>Scope</b>	This Course is designed to train participants to save lives of victims in cardiac arrest through-quality Cardiopulmonary Resuscitation. (CPR) Upon completion of this course, student should be able to: <ol style="list-style-type: none"> <li>a. Initiate the Chain of Survival.</li> <li>b. Perform high quality CPR with C-A-B sequence.</li> <li>c. Initiate early use of an Automatic External Defibrillator (AED)</li> <li>d. Perform rescue breathing</li> <li>e. Relief of choking</li> </ol>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• DOD personnel that are required by duty position to hold BLS certification.</li> <li>• Any non-medical personnel the unit commander has chosen for additional medical training prior to deployment.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• Any Soldier designated by the Unit Commander for additional medical training.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 1 day.</li> <li>• Capacity: 25 maximum; 6 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730 daily.</li> <li>• Enrollment: 0850-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete all task and training requirements.</li> <li>• Student must pass the final exam with a minimum grade of 84%.</li> <li>• Students will be evaluated on skills performance and must successfully complete all skill stations.</li> </ul>
<b>Authority</b>	By order of the III Corps Commander and American Heart Association.

**Legend for Table B-4:**

AED –Automatic External Defibrillator  
DOD – Department of Defense  
BLS – Basic Life Support  
CPR – Cardiopulmonary Resuscitation

**Table B-5. Battalion Executive and S3 Operations Officers Course (XOS3)**

<b>Objective</b>	The Purpose of the Battalion Executive and S3 Operations Officer Course (XOS3) is to provide knowledge in areas leading to effective battalion level operations.
<b>Scope</b>	<ul style="list-style-type: none"> <li>• This course will enhance Battalion Executive Officers' and S3 Operations Officers' knowledge of staff functions, responsibilities and provide an orientation on specific policies and programs applicable to Fort Hood.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• All personnel in the rank of SFC or above who are:</li> <li>• Pending assignment as a Battalion Executive Officer or S3 Operations Officer</li> <li>• Sergeant Position.</li> <li>• Newly assigned to a Battalion Executive Officer or S3 Operations Officer or Sergeant (NCO) position.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• As determined by MSC or Separate BN OML.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the annual Troop School class schedule</li> <li>• Length: 5 days</li> <li>• Capacity: 25 maximum; 10 minimum</li> <li>• Class Hours: 0900-1130 and 1300-1730. Daily</li> <li>• Enrollment: 0900-0915 on class start date</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Graduation is on the last class day.</li> <li>• Each student must submit a daily written critique.</li> </ul>
<b>Authority</b>	AR 350-1, Chapter 4, Section II Paragraph 4-9

**Legend for Table B-5:**

BN– Battalion

OML – Order of Merit List

AR – Army Regulation

MSC – Major Subordinate Command

NCO – NON Commissioned Officer

XOS3-Battalion Executive and S3 Operations Officers Course

**Table B-6. Battle Staff Noncommissioned Officer (BS NCO) 250-ASI2S Course**

<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>• Training focuses on managing current operations of a battalion and brigade level command post and planning future operation.</li> </ul>
<p><b>Scope</b></p>	<ul style="list-style-type: none"> <li>• The Battle Staff Non Commission Officer Course (BSNCOC) is a functional course used to prepare staff sergeants through sergeants major for duty as Non Commissioned Officers for battalion and brigade level staff positions. The BSNCOC is a single-phase branch in material functional course for staff sergeants through sergeants major selected for staff assignments. It is a 159 academic hour course taught through the US Army Sergeants Major Academy.</li> </ul>
<p><b>Prerequisites</b></p>	<ul style="list-style-type: none"> <li>• Be in the rank of Staff Sergeant through Sergeant Major. Units may request an exception to policy for Soldiers in the rank of SGT (E-5) to attend the BSNCOC. This request for exception to policy must justify why the Soldier needs to attend the BSNCOC and be signed by the first O-5 in Soldier's chain of command. A GS-12 or CSM (in the case of Non Commissioned Officer Academy (NCOAs)), may sign this request for exception to policy if there is not an O-5 in the Soldier's chain of command.</li> <li>• Assigned to a valid ASI coded 2S position In Accordance With (IAW) DA Pam 611-21 (Military Occupational Classification and Structure), pending an assignment to an ASI 2S position, or on orders to an assignment requiring an ASI 2S. Units may request an exception to policy for Soldiers who are not in a valid ASI 2S position, pending reassignment to an ASI 2S position, or on orders to an assignment requiring an ASI 2S qualification to attend the BSNCOC. This request for exception to policy must justify why the Soldier needs to attend the BSNCOC and be signed by the first O-5 in Soldier's chain of command. A GS-12 or CSM (in the case of NCOAs) may sign this request for exception to policy if there is not an O-5 in the Soldier's chain of command.</li> <li>• Each Soldier attending the Battle Staff Noncommissioned Officer Course needs to have a memorandum for record signed by the first O-5 in their chain of command stating they are in a valid ASI 2S position, pending reassignment to an ASI 2S position, or on orders to an assignment requiring an ASI 2S qualification. A GS-12 or CSM (in the case of NCOAs) may also sign this memorandum if there is not an O-5 in the Soldiers chain of command.</li> </ul>

**Table B-6. Battle Staff Noncommissioned Officer 250-ASI2S Course continued**

	<ul style="list-style-type: none"> <li>• Meet the height and weight guidelines IAW AR 600-9 (The Army Body Composition Program).</li> <li>• Soldiers who meet academic course requirements, but fail body fat composition standards IAW AR 600-9 will be considered an academic graduate. However their DA Form 1059 (Service School Academic Evaluation Report) will specify the student marginally achieved course standards. (Ref: AR 350-1, AR 614-200( Enlisted Assignments and Utilization Management), TRADOC Regulation 350-10 (Institutional Leader Training and Education), and TRADOC Regulation 350-18( The Army School System))</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• Upon completion of the BSNCOG, United States Army Sergeant Major Academy (USASMA) will issue students a copy of DA Form 1059 (Service School Academic Evaluation Report) indicating the student has successfully completed the BSNCOG.</li> <li>• [Ref: TRADOC 350-10, Chapter 2, paragraph 2-16, 2c(1) and (2)]</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 22 training days.</li> <li>• Capacity: 16 maximum; 12 minimum.</li> <li>• Class hours: As determined by USASMA training schedule.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• To meet course graduation requirements students must:</li> <li>• Achieve an overall rating of “GO” with a score of at least 70 percent or better on the 6 performance-based examinations.</li> <li>• Receive either a “Superior” or “Satisfactory” rating on the Military Briefing performance assessment</li> <li>• Receive a “GO” rating on the Staff Exercise performance assessment.</li> </ul>
<b>Authority</b>	<ul style="list-style-type: none"> <li>• AR 350-1, Chapter 3, Paragraph 3-60</li> </ul>

**Legend for Table B-6:**

BSNCOG – Battle Staff Non Commissioned Course

SGT – Sergeant

CSM – Command Sergeant Major

GS – General Schedule

NCOA – Non Commissioned Officer Academy

ASI – Additional Skills Identifier

IAW – In Accordance With

AR – Army Regulation

DA – Department of the Army

TRADOC – Training and Doctrine Command

USASMA – United States Army Sergeant Major Academy

**Table B-7. Chemical, Biological, Radiological, and Nuclear Defense Course (CBRN)**

<b>Objective</b>	Provide training for officers and enlisted Soldiers, specialist promotable and above, as unit level Chemical, Biological and Radiological (CBR) defense officer or NCO and enlisted alternate.
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Duties of unit CBR defense officer or CBR enlisted alternate.</li> <li>• Use CBR equipment at unit level.</li> <li>• CBR training responsibilities at the unit level.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Officers or enlisted personnel, specialist promotable or above, assigned to or pending assignment as CBR defense officer or CBR enlisted alternate.</li> <li>• All non-BNCOC graduate Career Management Field (CMF) 74 personnel will attend the course.</li> <li>• Must have a Service Test (ST) score of 95 or General Technical (GT) score of 100 (non-waiverable).</li> <li>• Must be able to perform basic math calculations.</li> <li>• Must have one year retainability in the unit and CBR position.</li> <li>• Security clearance: Not required.</li> <li>• Units will require selected Soldiers to review TC 3.25.26 (Map Reading and Land Navigation) prior to course.</li> <li>• Unit will issue required equipment before student reporting for first class.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One officer, one NCO, or one other enlisted member (specialist promotable or above) per company sized unit.</li> <li>• All non-BNCOC graduate CMF 74 personnel will attend the course.</li> <li>• Units affected by force structure changes may request grade waiver for specific situations.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 24 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student will need the following items on the first day of training: <ul style="list-style-type: none"> <li>-M40 or M42 series protective mask.</li> <li>-Chemical agent detector kit, M256 and M256A1 or M256A1 trainer.</li> <li>-Skin decontamination kit, M291.</li> <li>-Radiac meter, Army Navy(AN) /Unit Detection Radiation (UDR)-13.</li> <li>-Chemical protective over-garments, including gloves and boots.</li> <li>-M1 canteen cap.</li> <li>-Chemical agent alarm, M43A1, M42, BA3517 or M273 maintenance kit (BA3030). - AN/VDR-2, AN/PDR-75 radiac set with batteries.</li> <li>-DT236.</li> <li>-Decon apparatus, M11 with nitrogen cylinder or M13.</li> <li>-M41 protection assessment test system.</li> <li>-Improved chemical agent monitor with batteries.</li> <li>-Chemical detector paper, M8.</li> <li>-Drafting compass.</li> </ul> </li> <li>• 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.</li> <li>• Student must score a minimum of 70 percent on all the examinations.</li> <li>• Reviews and retest are given on the student's own time according to the course POI and course management plan.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14

**Legend for Table B-7**

AN –Army Navy

AR – Army Regulation

BNCOOC – Basic Noncommissioned Officer Course

CBR – Chemical, Biological and Radiological

CMF – Career Management Field

FM – Field Manual

FY – Fiscal Year

GT – General Technical

NCO – Noncommissioned Officer

POI – Program of Instruction

ST – Service Test

UDR –Unit Detection Radiation

**Table B-8. Combat Lifesaver Course (CLS)**

<b>Objective</b>	This course enables a non-medical Soldier to provide lifesaving measures and intervention skills to adequately preserve life and limb in a combat environment prior to the arrival of medical personnel.
<b>Scope</b>	This course includes the tactical combat casualty care lessons learned from Afghanistan and Iraq. Subjects will include: <ul style="list-style-type: none"> <li>• Care under fire.</li> <li>• Assessing and treating major trauma injuries.</li> <li>• Administering saline locks and Intravenous (IVs).</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Any Soldier without a medical background.</li> <li>• Must be able to lift 45 pounds (20.4 kg) minimum.</li> <li>• Must be able to participate in field training lanes.</li> </ul>
<b>Training authorizations</b>	Minimum of one combat lifesaver per squad of six personnel.
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 30 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730 hours.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete all tasks and training requirements.</li> <li>• Students must pass final examination with a minimum grade of 70 percent.</li> <li>• Students will be evaluated on skills performance.</li> <li>• Graduation is last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	United States (US) Army, Army Medical Department (AMEDD) Center and School, AR 350-1, Appendix G, Paragraph G-14

**Legend for Table B-8:**

AMEDD – Army Medical Department

IV – Intravenous

AR – Army Regulation

FY – Fiscal Year

US – United States

**Table B-9. Company Commander / First Sergeant Pre-Command Course (CCFSPCC)**

<b>Objective</b>	The Purpose of the CCFSPCC is to provide company command teams knowledge in key areas leading to effective leadership in garrison operations.
<b>Scope</b>	<ul style="list-style-type: none"> <li>• This course will enhance Commanders and First Sergeants knowledge of command team functions, responsibilities and provide an orientation on specific policies and programs applicable to Fort Hood as well as support Headquarters Department of the Army (HQDA) intent of training company level command teams on 19 critical tasks.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• The mandated online Commanders Safety Course should be completed prior to CCFSPCC enrollment.</li> <li>• All personnel in the rank of Sergeant First Class (SFC) or above who are:</li> <li>• Pending assignment to a Company Commander or First Sergeant position.</li> <li>• Security clearance: <b>Not</b> required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• As determined by MSC or Separate BN OML.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the annual Troop School class schedule</li> <li>• Length: 9 days</li> <li>• Capacity: 50 maximum; 12 minimum</li> <li>• Class Hours: 0900-1130 and 1300-1730. Daily</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Graduation is on the last class day.</li> <li>• Each student must submit a daily written critique.</li> </ul>
<b>Authority</b>	All Army Activities (ALARACT) 206/2011, HQDA EXORD 093-12, Standardized Company Commander/First Sergeant Course, dated 28 Feb 12. AR 350-1, Chapter 3, Section III, Paragraph 3-39

**Legend for Table B-9:**

- ALARACT – All Army Activities
- CCFSPCC – Company Commander and First Sergeant Pre-command Course
- BN– Battalion –
- HQDA –Headquarters Department of the Army
- OML – Order of Merit List
- AR – Army Regulation
- MSC – Major Subordinate Command
- SFC – Sergeant First Class

**Table B-10. Digital Training Management System (DTMS)**

<b>Objective</b>	Provide sustainment training in the use of DTMS as the Army's primary training management tool.
<b>Scope</b>	<p>Policies and procedures of the DTMS program include:</p> <ul style="list-style-type: none"> <li>• Training management cycle Army Publishing Directorate (ADP) 7-0 (Training Units and Developing Leaders, Reference 1 <a href="https://dtms.army.mil">https://dtms.army.mil</a>).</li> <li>• DTMS support to all phases of Army and unit training management.</li> <li>• Doctrinal functions.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Enlisted personnel, NCOs and officers assigned to or pending assignment to a position using DTMS at separate company, battalion, brigade, or division level.</li> <li>• One year remaining in the unit and in a DTMS user position.</li> <li>• Security clearance: Not required.</li> <li>• Have an Army Knowledge Online (AKO) account.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One primary and one alternate, staff sergeant 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.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 22 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 1-18

**Legend for Table B-10:**

ADP – Army Publishing Directorate  
 AKO – Army Knowledge Online  
 AR – Army Regulation  
 FM – Field Manual  
 FY – Fiscal Year  
 NCO – Noncommissioned Officer  
 DTMS – Digital Training management system

**Table B-11. Fuel Handler Course (FHC)**

<b>Objective</b>	Provide unit commanders with trained and qualified fuel handlers as required by Fort Hood Regulation 703-2 (Petroleum Management, Operations and Procedures).
<b>Scope</b>	<p>An understanding of existing directives and policies, to include:</p> <ul style="list-style-type: none"> <li>• Safety procedures (includes Hazardous Material (HAZMAT) Safety and Awareness training).</li> <li>• Accountability.</li> <li>• Petroleum, Oils and Lubricants (POL) handling procedures.</li> <li>• Preventive maintenance checks and services for fueling equipment.</li> <li>• Quality techniques.</li> <li>• Storage and disposition of POL and package products.</li> <li>• Handling of hazardous material.</li> </ul>
<b>Prerequisites</b>	<p>All personnel, military or civilian, who handle bulk fuel or petroleum products, operate POL vehicles, and:</p> <ul style="list-style-type: none"> <li>• Unit supervisory personnel who supervise or maintain POL and package products.</li> <li>• Applications for all personnel other than MOS 92F, fuel handler, must have a request for waiver and full justification for training requirement.</li> <li>• Identified as an alternate fuel handler for the unit.</li> <li>• One year remaining in the unit and in the fuel handler or POL supervisory position.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<p>One per Modified Table of Organization and Equipment ( MTOE) 92F position, which includes:</p> <ul style="list-style-type: none"> <li>• Supervisory personnel for POL operations.</li> <li>• Fuel handlers for operations of bulk fuel supply points in garrison and field operations.</li> <li>• Tanker operators and assistants.</li> <li>• No more than two alternates per position to provide the unit a 24 hour-a-day operating capability.</li> <li>• 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).</li> <li>• MOSs other than 77F require a waiver.</li> </ul>

**Table B-11. Fuel Handler Course (FHC) continued**

<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 30 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is on the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14

**Legend for Table B-11:**

AR – Army Regulation

FY – Fiscal Year

HAZMAT – Hazardous Material

MOS – Military Occupational Specialty

MTOE – Modified Table of Organization and Equipment

POL – Petroleum, Oils and Lubricants

**Table B-12. Generator Operator Course (GOC)**

<b>Objective</b>	Provide sustainment training to personnel operating and maintaining power generator equipment at unit and battalion level.
<b>Scope</b>	<p>Duties and responsibilities of generator operators and mechanics. Emphasis is placed on:</p> <ul style="list-style-type: none"> <li>• Troubleshooting.</li> <li>• Preventive maintenance checks and services.</li> <li>• Maintenance techniques on selected field-generating equipment.</li> <li>• Use of SAMS1-E forms and records.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A generator operator is not 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.</li> <li>• Soldiers with MOS 52D, generator repairer, may attend the course for sustainment training.</li> <li>• One year remaining in the unit and in a duty position requiring the Soldier to operate a generator.</li> <li>• Security clearance: Not required.</li> </ul>

**Table B-12. Generator Operator Course (GOC) continued**

<b>Training authorizations</b>	One operator and two alternates per assigned generator to provide a 24 hour- a-day operating capability.
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 30 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14

**Legend for Table B-12:**

AR – Army Regulation

GOC – Generator Operator Course

FY – Fiscal Year

MOS – Military Occupational Specialty

SAMS1-E – Standard Army Maintenance System 1 – Enhanced

**Table B-13. Global Combat Service Support-Army Warehouse Operations (WHS OPNS) Course**

<b>Objective</b>	Provides personnel with knowledge and skills required to operate, maintain and manage GCSS-A application software and computer system hardware for warehouse operations.
<b>Scope</b>	Course covers principles, computer operations, and functional procedures associated with GCSS-A warehouse operations software.
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Personnel qualified in MOS 92A10 and 20 with assignment in a maintenance facility utilizing GCSS-A software or personnel assigned to a maintenance facility where GCSS-A software is operational and who have supervisory responsibility for operators.</li> </ul>

**Table B-13. Global Combat Service Support-Army Warehouse Operations (WHS-OPNS) Course continued**

<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One enlisted operator per assigned workstation and one alternate operator per assigned workstation.</li> <li>Sergeant and above, warrant officer, and officer assigned to supervisory responsibilities where the SAMS is operational.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 24 maximum; 7 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730 daily.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is at 1700 hours on last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14.

**Legend for Table B-13:**

AMEDD – Army Medical Department  
 GCSS-A – Global Combat Service Support Army  
 DOT – Department of Transportation  
 FY – Fiscal Year  
 SAMS – Standard Army Maintenance System  
 US – United States

**Table B-14. Hazardous Materials Endorsement (HME) Course**

<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>• Training focuses on the thirteen training requirements. Eleven training requirements are listed in AR 600-55 (The Army Driver and Operator Standardization Program (Selection Training), paragraph 4-9, and two additional have been added by Department of Defense (DOD) / Department of Transportation (DOT), for a total of thirteen training requirements. These training requirements are needed in order to comply with Local, State and Federal Laws for transport hazardous materials. To include ammunition IAW Code of Federal Regulation (CFR) 49 (Transportation).</li> </ul>
<p><b>Scope</b></p>	<ul style="list-style-type: none"> <li>• The Transporting Hazardous Materials or Hazardous Materials Endorsement (HME) is an eight hour / one day training course. This course when successfully completed will authorize the individual to transport hazardous materials.</li> <li>• After successful completion of this training individuals will receive a DD form 1902 (Certificate of Qualification).</li> <li>• This course provides a Fort Hood Certification that is good for two years.</li> </ul>
<p><b>Prerequisites</b></p>	<ul style="list-style-type: none"> <li>• Individuals must meet licensing requirements IAW paragraph 2-3 of AR 600-55</li> <li>• Individuals must have a basic familiarity with federal and military regulations pertaining to the transportation of hazardous materials.</li> </ul>
<p><b>Training authorizations</b></p>	<ul style="list-style-type: none"> <li>• As determined by MSC or Organizational requirements.</li> </ul>
<p><b>Administrative instructions</b></p>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 1 day</li> <li>• Capacity: 50 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730 hours</li> <li>• Enrollment: 0900-0915 on Class start date.</li> </ul>
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Individuals must meet licensing requirements IAW paragraph 2-3 of AR 600-55.</li> </ul>
<p><b>Authority</b></p>	<ul style="list-style-type: none"> <li>• AR 350-1, chapter 4, section II, paragraph 4-14, Chapter 3, Paragraph 3-9, DOD 4500.9-R (Defense Transportation Regulation), CFR 49, AR 600-55 and FHR. 700-15(Fort Hood Ammunition Handbook).</li> </ul>

**Legend for Table B-14:**

- AR – Army Regulation
- CFR – Code of Federal Regulation
- DAC – Defense Ammunition Center
- DOD – Department of Defense
- DOT – Department of Transportation
- FH – Fort Hood
- HME – Hazardous Materials Endorsement
- IAW – In Accordance With
- SOP – Standard Operating Procedures

**Table B-15. Master Drivers Training Course (MDC)**

<b>Objective</b>	Provide regulatory guidance, unit procedures, duty and responsibilities of a master driver to NCOs, officers, warrant officers, and company grade officers.
<b>Scope</b>	Discuss the master drivers program, to include: <ul style="list-style-type: none"> <li>• Regulatory guidance.</li> <li>• Unit procedures.</li> <li>• Duties and responsibilities.</li> <li>• Training requirements and procedures.</li> <li>• Required documentation.</li> <li>• Testing and licensing procedures.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Commissioned officers, warrant officers or NCOs designated as unit master drivers with responsibility for establishing and conducting battalion or company drivers training program.</li> <li>• Must have a working knowledge of the SAMS1-E.</li> <li>• Must be computer literate.</li> <li>• Must have one year retainability in the unit.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One officer, warrant officer, NCO per battalion and company sized unit.</li> <li>• Units affected by force structure changes may request grade waiver for specific situations.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 20 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps Commanding General (CG) based on Corps inspection results.

**Legend for Table B-15:**

CG – Commanding General

FY – Fiscal Year

NCO – Noncommissioned Officer

SAMS1-E – Standard Army Maintenance System 1 – Enhanced

**Table B-16. Medical Training Assessment Course (MTAC)**

<b>Objective</b>	This course prepares students to work as a health care specialist providing basic and emergency medical treatment. Upon successful course completion, students take the national registry for certification as an emergency medical technician – basic.
<b>Scope</b>	This training prepares the student to: <ul style="list-style-type: none"> <li>• Administer emergency medical treatment to battlefield and trauma injuries.</li> <li>• Assist with outpatient and inpatient care, and treatment.</li> <li>• Prepare equipment, patients operating rooms and supplies for surgery.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Any Soldier without a medical background.</li> <li>• Must be able to lift 45 pounds (20.4 kg) minimum.</li> <li>• Must be able to participate in field training lanes.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• Minimum of one combat lifesaver per squad of six personnel</li> <li>• Any Soldier designated by the Unit Commander for additional medical training.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 20 days.</li> <li>• Capacity: 20 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730 daily.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete all task and training requirements.</li> <li>• Student must pass the mid-term and final examinations with a minimum grade of 70 percent.</li> <li>• Students will be evaluated on skills performance and must successfully complete all skill stations.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, AMEDD Center and School

**Legend for Table B-16:**

AMEDD – Army Medical Department

DOD – Department of Defense

FY – Fiscal Year

MOS – Military Occupational Specialty

NREMT – National Registry for Emergency Medical Technician

NREMT-B – National Registry Emergency Medical Technician-Basic

**Table B-17. Motor Pool Clerk Course with Standard Army Maintenance System 1 – Enhanced (MP CLK)**

<b>Objective</b>	Provide sustainment training in duties and responsibilities for a SAMS1-E Clerk
<b>Scope</b>	<p>Duties and responsibilities of the unit motor pool clerk:</p> <ul style="list-style-type: none"> <li>• Current supply policies and procedures.</li> <li>• Procuring and maintaining repair parts.</li> <li>• Supply requests and replenishment actions.</li> <li>• Stockage levels and reviews.</li> <li>• Inventory and accountability.</li> <li>• Follow-up actions.</li> <li>• Practical exercises in the use of the SAMS1-E in a computer-assisted environment.</li> <li>• Students will take the III Corps SAMS1-E certification test.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Enlisted personnel, private through sergeant, MOS 92A, assigned to or pending assignment as unit SAMS1-E clerk.</li> <li>• One year remaining in the unit and in the unit SAMS1-E position.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One SAMS1-E clerk per battalion and one SAMS1-E clerk per company sized unit.</li> <li>• One alternate may be trained at each level to provide 24 hour operation.</li> <li>• MOS waiver required for Soldiers filling SAMS1-E clerk position who are not MOS.</li> <li>• 92A. newly assigned SAMS1-E managers with little or no SAMS1-E experience may attend with a grade waiver and justification by commander.</li> <li>• Units having additional motor pool clerk positions for mission specific operations must provide documentation reflecting MTOE increase in authorized SAMS1-E clerk positions.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 9 days.</li> <li>• Capacity: 24 maximum; 5 minimum.</li> <li>• Class Hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14

**Legend for Table B-17:**

AR – Army Regulation

FY – Fiscal Year

MOS – Military Occupational Specialty

MTOE – Modified Table of Organization and Equipment SAMS1-E – Standard

Army Maintenance System 1 – Enhanced

**Table B-18. Motor Pool Operations and Management Course with Standard Army Maintenance System 1 – Enhanced (MP MGRS)**

<b>Objectives</b>	Provide the basic knowledge and skills for motor pool operations and management.
<b>Scope</b>	Duties, responsibilities and procedures to follow while conducting and managing a unit maintenance program, to include: <ul style="list-style-type: none"><li>• Use of the SAMS1-E automated system.</li><li>• Shop operations and safety procedures.</li><li>• Supply procedures.</li><li>• Handling POL and packaged products.</li><li>• Office automation, including SAMS1-E.</li><li>• Certification testing is conducted in SAMS1-E for battalion or company.</li><li>• Maintenance officer, technician, and motor sergeant and company.</li><li>• Executive officers.</li></ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>• Company grade officers, warrant officers, or NCOs assigned or pending immediate assignment to duties as maintenance officer, technician, or motor sergeant.</li><li>• Company grade officers, warrant officers and NCOs who require knowledge of motor pool operations and SAMS1-E to perform their mission essential tasks.</li></ul> Request for waiver and justification for training are required for personnel not filling maintenance positions. <ul style="list-style-type: none"><li>• One year remaining in unit and in a duty position requiring the training.</li></ul> Security clearance: Not required.

**Table B-18. Motor Pool Operations and Management Course with Standard Army Maintenance System 1 – Enhanced (MP MGRS) continued**

<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• One motor officer, motor sergeant and one enlisted alternate in CMF 63 per company sized unit.</li> <li>• Other officer, warrant officer applicants, or any enlisted Soldiers not in enlisted CMF 63 require a waiver and full justification.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: Ten (10) days.</li> <li>• Capacity: 24 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14.

**Legend for Table B-18:**

AR – Army Regulation

CMF – Career Management Field

FY – Fiscal Year

NCO – Noncommissioned Officer

POL – Petroleum, Oils and Lubricants

SAMS1-E – Standard Army Maintenance System 1 – Enhanced

**Table B-19. Property Book Manager’s Course with Property Book Unit Supply – Enhanced (PBO MGR)**

<b>Objective</b>	Provide sustainment training for property book personnel who perform management or supervisory level tasks in property book operations.
<b>Scope</b>	<p>Duties and responsibilities of a property book manager:</p> <ul style="list-style-type: none"> <li>• Catalog files.</li> <li>• Edit daily reports.</li> <li>• Post listings that affect property book balances.</li> <li>• Maintain primary hand receipts.</li> <li>• Produce cyclic and sensitive inventories.</li> <li>• Maintain or build unit organization data.</li> <li>• Split hand receipts for deployments. Build derivative Unit Identification Code (UICs).</li> <li>• Check Logistics The Army Authorization Documents System (LOGTAADS) updates for new equipment authorizations.</li> <li>• Perform asset visibility functions.</li> <li>• Process asset description updates.</li> <li>• Build unit level authorizations for property.</li> <li>• Perform asset adjustments such as Administrative Adjustment Report (AARs), serial number and lot number updates, lateral transfers.</li> <li>• Perform adhoc meaning queries.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Commissioned, warrant, NCOs, and civilians. Grade waiver required for Soldiers in the grade of E-4 and below assigned as property book clerks. A waiver is also required for service members who have not completed the US-E unit supply clerks or managers course. Personnel attending the course should have a one year obligation remaining in assigned position.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• Duty performance for job requirement is 920A for warrant officers, 92Y or 92Y with a “G” (property book) identifier, and non-92Y MOS assigned as property book clerks assigned to a property cook position.</li> <li>• Two year recertification is required for all enlisted Soldiers.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 20 maximum; 10 minimum.</li> <li>• Class hours: Monday thru Wednesday and Friday: 0900-1200 and 1300- 1730; Thursday: 0900-1200 and 1300-1500.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>

**Table B-19. Property Book Manager’s Course with Property Book Unit Supply – Enhanced (PBO MGR) continued**

<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete 80 percent of all assigned tasks and score 80 percent or better on those tasks and final examination to graduate.</li> <li>• Students are required to takes notes in class.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-19:**

AAR – Administrative Adjustment Report

AD – Ad Hoc

AR – Army Regulation

LOGTAADS – Logistics The Army Authorization Documents System

MOS – Military Occupational Specialty

NCO – Noncommissioned Officer

UIC – Unit Identification Code

US-E – Unit Supply - Enhanced

**Table B-20. Publications Management (PUBS MGNT)**

<b>Objective</b>	Provide unit commanders with trained and qualified publications management team members as required by the Installation Publications Account Certification Program.
<b>Scope</b>	Duties and responsibilities of the unit publications management team, including: <ul style="list-style-type: none"> <li>• Establishing a publications account for garrison and deployments.</li> <li>• Establishing and managing a 12-Series subscription list.</li> <li>• Resupplying publications.</li> <li>• Procuring forms and accountable, sensitive publications and forms.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Any officer, enlisted, or civilian personnel on additional duty appointment orders as publications officer, publications manager, publications clerk, or assigned to a position that requires them to perform publications management duties may attend this course.</li> <li>• Attendees must have basic computer skills, including but not limited to the use of Adobe Acrobat, Microsoft Word, and Microsoft Internet Explorer with the ability to access and navigate on the internet.</li> <li>• Attendees should have one year remaining in the unit and in a duty position requiring the Soldier to perform the duties as a publications management team member.</li> </ul>

**Table B-20. Publications Management (PUBS MGNT) continued**

<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• Publications control officer and alternate at battalion and above levels.</li> <li>• Publications manager and alternate at company level.</li> <li>• Clerks at all levels as deemed required by the Command.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 2 days.</li> <li>• Capacity: 24 maximum and 10 minimum.</li> <li>• Class hours: Monday thru Wednesday: 0900-1200 and 1300-1730; Thursday: 0900- 1200 and 1300-1500.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-20:**

AR – Army Regulation

**Table B-21. Director of Public Works (DPW) Repairs and Utilities(R&U)**

<b>Objective</b>	Provide unit commanders with trained and qualified R&U self-help team members as required by Fort Hood Regulation 420-27 (Care, Maintenance and Alterations of Facilities).
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Provides training to R&amp;U self-help team members in repairs and maintenance of real property, authorized modification or alteration of facilities, and to maintain these areas of responsibility.</li> <li>• Survey real property to determine deficiencies and take appropriate corrective measures.</li> <li>• Initiate maintenance and repairs of real property.</li> <li>• Note: Excludes Family Housing and the First Sergeants Barracks Program.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Enlisted personnel, private through staff sergeant, assigned or pending assignment to a self-help team member position. Other personnel may be trained when justification is provided.</li> <li>• A DPW R&amp;U team member is not a MOS-specific position.</li> <li>• Units may train personnel in any MOS who have as an additional responsibility the duties of DPW R&amp;U self-help team member.</li> <li>• One year remaining in the unit and in a duty position requiring the Soldier to perform the duties as a self-help team member.</li> </ul> <p>Security clearance: Not required.</p>

**Table B-21. Director of Public Works (DPW) Repairs and Utilities(R&U)  
(continued)**

<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• The specific needs of the organization determine the structure of self-help teams.</li> <li>• Battalion size units should have a team of four to six persons.</li> <li>• Company R&amp;U teams may consist of one to two persons.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 20 maximum; 10 minimum.</li> <li>• Class hours: Monday thru Wednesday and Friday: 0900-1200 and 1300- 1730; Thursday: 0900-1200 and 1300-1500.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-21:**

- AR – Army Regulation
- DPW – Directorate of Public Works
- MOS – Military Occupational Specialty
- R&U – Repairs and Utilities

**Table B-22. Standard Army Ammunition System – Modernization (SAAS-MOD)**

<b>Objective</b>	Provide unit commanders with Soldiers trained and certified to provide information regarding conventional ammunition assets to tactical commanders during wartime operations and in peace time garrison operations.
<b>Scope</b>	<p>The automated ammunition information system, SAAS-MOD, integrates three levels of operations into a single software baseline that manages all retail munitions supply functions and processes. It performs that function using Automated Identification Technology (AIT) and computers in a windows environment. SAAS-MOD provides a standard ammunition management tool that:</p> <p>Maintains current status of all ammunition within the command Ammunition Storage Area (ASA) and Ammunition Transfer Point (ATPs).</p> <ul style="list-style-type: none"> <li>• Computes complete rounds, days of supply, configured loads, and authorized stockage levels.</li> <li>• Supports class V logistics estimates.</li> </ul>

**Table B-22. Standard Army Ammunition System – Modernization (SAAS-MOD) continued**

<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• All personnel, military or civilian, who operate the SAAS-MOD program for ammunition management.</li> <li>• One year remaining in the unit.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• As deemed necessary by unit commander.</li> <li>• MOS non-specific.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 20 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is on the last class day.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	Fort Hood Regulation 350-1, chapter 3, paragraph 3-12, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-22:**

AIT – Automated Identification Technology

ASA – Ammunition Storage Area

ATP – Ammunition Transfer Point

FY – Fiscal Year

MOS – Military Occupational Specialty

SAAS-MOD – Standard Army Ammunition System – Modernization

**Table B-23. Standard Army Maintenance System 1 Enhanced (SAMS1-E)**

<b>Objective</b>	Provide personnel with knowledge and skills required to operate, maintain and manage SAMS1-E application software and computer system hardware.
<b>Scope</b>	Course covers principles, computer operations, and functional procedures associated with SAMS1 with current supply policies and procedures, procuring and maintaining repair parts. Covers supply requests, replenishment actions, stockage levels, shop supply inventory and accountability, follow-up actions. In a computer-assisted environment, students will take the III Corps SAMS1-E certification test.

**Table B-23. Standard Army Maintenance System 1 Enhanced (SAMS1-E)  
continued**

<b>Prerequisites</b>	Personnel qualified in MOS 92A10 and 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.
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One enlisted operator per assigned workstation and one alternate operator per assigned workstation.</li> <li>• Sergeant and above, warrant officer, and officer assigned to supervisory responsibilities where the SAMS is operational.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 20 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is at 1700 hours on last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-23:**

AR – Army Regulation

MOS – Military Occupational Specialty

SAMS – Standard Army Maintenance System

SAMS1 – Standard Army Maintenance System 1

**Table B-24. Standard Army Maintenance System 2 – Enhanced (SAMS2-E)**

<b>Objective</b>	Provide personnel with knowledge and skills required to operate, maintain and manage SAMS2-E application software and computer system hardware.
------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

**Table B-24. Standard Army Maintenance System 2 – Enhanced (SAMS2-E)  
continued**

<b>Scope</b>	Course covers principles, computer operations, and functional procedures associated with SAMS2 provides current policies and procedures Brigade Support Maintenance Operations (SPO), training on current supply requests status on inoperative equipment, learn how to monitor inoperative equipment for the Brigade as well as use proper information flow. SAMS2E course provides functional knowledge of the Deadline Report by Battalion -026 Reports in a computer-assisted environment. Students will take the III Corps SAMS2-E certification test.
<b>Prerequisites</b>	Personnel qualified in MOS 92A10 and 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.
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One enlisted operator per assigned workstation and one alternate operator per assigned workstation.</li> <li>• Sergeant and above, warrant officer, and officer assigned to supervisory responsibilities where the SAMS is operational.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 20 maximum; 7 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is at 1700 hours on last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-24:**

- AR – Army Regulation
- MOS – military occupational specialty
- SAMS – Standard Army Maintenance System
- SAMS2 – Standard Army Maintenance System 2

**Table B-25. Sustainment Automation Support Management Operations-  
SAMS-Enhanced (SASMO-SAMS-E)**

<b>Objective</b>	Provide personnel with knowledge and skills required to operate, maintain and manage SAMS-E application software and computer system hardware.
<b>Scope</b>	Course covers principles, computer operations, and functional procedures associated with SAMS1 and 2 - Enhanced software.
<b>Prerequisites</b>	Personnel qualified in MOS 92A10 and 20 with assignment in a maintenance facility utilizing SAMS-E or personnel assigned to a maintenance facility where SAMS-E is operational and have SASMO-SAMS-E responsibility for operations.
<b>Training authorizations</b>	One SASMO-SAMS-E Combat Service Support Automation Management Officer per unit and one alternate. <ul style="list-style-type: none"> <li>• Sergeant and above, warrant officer, and officer assigned to SASMO-SAMS-E responsibilities where the SAMS-E is operational.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 12 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and attain a score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is at 1700 hours on last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-25:**

AR – Army Regulation

CSSAMO – Combat Service Support Automation Management Officer

MOS – Military Occupational Specialty

SAMS-E – Standard Army Maintenance System – Enhanced

SAMS1 and 2 – Standard Army Maintenance System 1 and 2

**Table B-26. Transportation Coordinators' Automated Information for Movement Systems II Unit Move 1 (TC-AIMS II UM1)**

<b>Objective</b>	Provide sustainment training in the use of TC-AIMS II UM I to provide an integrated DOD transportation system for deployment operations.
<b>Scope</b>	TC-AIMS II UM1 includes a movement scenario, with actions that would be taken at the home station in preparation for a move, actions at a railhead, a port of embarkation and an aerial port of embarkation. Specifically the course includes the system overview; and instruction on the system's Business Process Areas of Asset Management, Movement Planning which include, Operational Equipment List (OEL)/Unit Deployment List (UDL), Linkers, Plans, Movement Plans, and Users.
<b>Prerequisites</b>	NCOs and officers assigned as the primary or alternate UMO with one year remaining in the unit. Student must be appointed on unit movement orders.
<b>Training authorizations</b>	One primary and one alternate UMO per company size unit.
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days</li> <li>• Capacity: 14 maximum; 6 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-26:**

- AR – Army Regulation
- DOD – Department of Defense
- FY – Fiscal Year
- OEL – Operational Equipment List
- NCO – Noncommissioned Officer
- TC-AIMS II – Transportation Coordinators' Automated Information for Movement System II
- UMO – Unit Movement Officer
- UDL – Unit Deployment List
- UM1 –Unit Move 1

**Table B-27. Transportation Coordinators' Automated Information for Movement Systems II Unit Move 2 (TC-AIMS II (UM2))**

<b>Objective</b>	Provide sustainment training in the use of TC-AIMS II to provide an integrated DOD transportation system for deployments. In this course Soldiers create Time Phase Force Deployment Data (TPFDD).
<b>Scope</b>	TC-AIMS II UM2 includes a movement scenario, with an overview of AIT hardware and how it is used during a unit move. Covers actions taken at the home station in preparation for a move, actions at railhead, port of embarkation and an aerial port of embarkation. Specifically the course includes the system overview; and instruction on the system's Business Process Areas of Asset Management, Movement Planning, Movement Coordination, Movement Execution associated with movement operations, and AIT options associated with movement operations.
<b>Prerequisites</b>	NCOs and officers assigned as the primary or alternate UMO with one year remaining in the unit. Student must be appointed on unit movement orders.
<b>Training authorizations</b>	One primary and one alternate UMO per company size unit.
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 7 days</li> <li>• Capacity: 14 maximum; 6 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-27:**

AR – Army Regulation

DOD – Department of Defense

FY – Fiscal Year

NCO – Noncommissioned Officer

TC-AIMS II – Transportation Coordinators' Automated Information for Movement System II

UMO – Unit Movement Officer

UM2 –Unit Move 2

**Table B-28. Unit Armorer Course (UAC)**

<b>Objective</b>	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.
<b>Scope</b>	Duties and responsibilities of the unit armorer, to include: <ul style="list-style-type: none"> <li>• Organizational maintenance procedures.</li> <li>• Preventive maintenance and services.</li> <li>• Physical security measures.</li> <li>• Military publications, forms and records.</li> <li>• Inventory, control and accountability.</li> <li>• Filing procedures.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Enlisted personnel, private through sergeant, assigned to or pending assignment as unit armorer or alternate.</li> <li>• One year remaining in the unit and in the unit armorer or alternate position.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One primary and two alternates per unit authorized a separate arms room to provide for 24 hour operations.</li> <li>• One replacement may train for each position when a previously trained armorer is relieved for cause.</li> <li>• 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.</li> <li>• III Corps Provost Marshal Office (PMO) and 1CD PMO may train three unit armorers each to provide 24 hour operations to support the garrison mission.</li> <li>• An MOS waiver is required for Soldiers who do not possess the 92Y primary MOS.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 26 maximum; 10 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0090-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> </ul> <p>Students must not have a profile restricting lifting to 25 pounds (11.34 kg) or less (this is a requirement in 92Y MOS).</p> <ul style="list-style-type: none"> <li>• Student must bring to class one pair of needle-nose pliers, one flat-tipped screwdriver and a 1/16 inch (1.59 mm) punch.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-28:**

AR – Army Regulation

PMO – Provost Marshall Office

FY – Fiscal Year

1CD – 1st Cavalry Division

MOS – Military Occupational Specialty

**Table B-29. Unit Movement Officer (UMO) Course**

<b>Objective</b>	Provide regulatory guidance, unit procedures, duties, and responsibilities to NCOs, staff sergeant and above, warrant officers, and company grade officers designated as UMOs and NCOs. One sergeant or above per company sized unit may be trained as alternate UMO or NCO.
<b>Scope</b>	Discuss critical UMO tasks associated with the planning and execution of unit movements including: <ul style="list-style-type: none"> <li>• UMO duties and responsibilities.</li> <li>• Automated unit movement system.</li> <li>• The mobilization, deployment, redeployment, and demobilization process.</li> <li>• Unit movement training requirements.</li> <li>• Loss and damage reporting.</li> <li>• Unit movement plans.</li> <li>• Unit movement coordination, preparation, and maintenance of movement data.</li> <li>• Unit loads.</li> <li>• Movement of hazardous cargo.</li> <li>• Planning of convoy, rail, sea, and air.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Commissioned officers, warrant officers, or NCOs, staff sergeant or above, designated as UMO and Unit Movement NCO.</li> <li>• One sergeant or above per company sized unit may train as alternate UMO and NCO.</li> <li>• Must have one year retainability in the unit.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One officer, warrant officer, or one NCO, staff sergeant and above per company sized unit and designated as the UMO and Unit Movement NCO.</li> <li>• One sergeant or above per company sized unit may train as alternate UMO and NCO.</li> </ul>

**Table B-29. Unit Movement Officer (UMO) Course continued**

<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 24 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Student will report to first day training with the unit movement plan.</li> <li>• Student must have a pocket-type calculator.</li> <li>• During rail loading training, the student will report for training with heavy duty working gloves.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-29:**

DA – Department of the Army

FY – Fiscal Year

FORSCOM – Forces Command

NCO – Noncommissioned Officer

UMO – Unit Movement Officer

**Table B-30. Unit Supply-Enhanced (USE) Clerk Course (CLK) (USE CLK)**

<b>Objectives</b>	Provide sustainment training to supply personnel in CMF 92Y or personnel filling a unit supply clerk position.
<b>Scope</b>	<p>Duties, responsibilities, and procedures for operating and maintaining a unit supply activity, including the automated PBUSE system for:</p> <ul style="list-style-type: none"> <li>• Updated policies, procedures, and criteria to prepare, edit and validate supply transaction.</li> <li>• Current supply information for maintaining hand receipts and clothing records.</li> <li>• Establishing accountability procedures for lost, damaged or destroyed property military publications procedures.</li> <li>• Practical exercises and certification in the use of the PBUSE automated system.</li> </ul>

**Table B-30. Unit Supply-Enhanced (USE) Clerk Course (CLK) (USE CLK)  
continued**

<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Enlisted personnel, private through sergeant, MOS 92Y, assigned to or pending assignment as unit supply clerk or assistant supply clerk.</li> <li>• One enlisted alternate per MOS 92Y position to provide for 24 hour-a-day operations.</li> <li>• Supply managers who have little or no prior experience in MOS 92Y field.</li> <li>• One year remaining in the unit and in the unit supply clerk or alternate clerk position.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• One primary and one alternate per company sized unit to provide for 24 hour-a-day operations.</li> <li>• Newly selected supply managers with little or no supply experience.</li> <li>• Personnel not in MOS 92Y must submit a waiver of MOS to be trained.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 9 days.</li> <li>• Capacity: 24 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score of 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-30:**

- AR – Army Regulation
- CLK – Clerk
- CMF – Career Management Field
- FY – Fiscal Year
- MOS – Military Occupational Specialty
- PBUSE – Property Book Unit Supply – Enhanced
- USE – Unit Supply-Enhanced

**Table B-31. Unit Supply-Enhanced Introduction Course (USE-INTRO)**

<b>Objectives</b>	Provide initial introductory training to non-MOS 92Y Soldiers and non-supply oriented DA civilians to the Property Book Unit Supply Enhanced (PBUSE) system in preparation for future attendance to and certification through the Unit Supply Enhanced Clerks Course (USE-Clerk).
<b>Scope</b>	<p>This is an introductory course providing general basic knowledge of navigation and common supply transactions in PBUSE. This course does not certify the student in accordance with III Corps &amp; Fort Hood standards to operate and maintain property in the PBUSE system.</p> <ul style="list-style-type: none"> <li>• Review PBUSE system messages.</li> <li>• Manage Catalog data and create or modify Master Component Lists in PBUSE.</li> <li>• Create Sub Hand Receipt Holders and maintain Material Items in PBUSE.</li> <li>• Manage Component Hand receipts, create shortages for missing property and properly request shortages in Component Management in PBUSE.</li> <li>• Create Operational and Basic Load Lists in PBUSE.</li> <li>• Process MILSTRIP transactions in PBUSE.</li> <li>• Review the Activity Register and research Document Numbers in PBUSE.</li> <li>• Develop Sensitive Items and Cyclic Inventory Reports through the Reports process in PBUSE.</li> <li>• Create and print the Commanders Financial Transaction Report and the Commanders Exception Report prior to processing the SARSS Interface.</li> <li>• Process the SARSS Interface, retrieve status, and clean up the files in PBUSE.</li> <li>• Perform hands on, real world situational Practical Exercises in PBUSE.</li> <li>• Perform hands on, real world situational Final Exam to pass course.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Non-MOS 92Y Soldiers and non-supply oriented DA civilians pending assignment as unit supply clerk or assistant supply clerk.</li> <li>• Prerequisite course for attendance to and certification through the Unit Supply Enhanced Clerks Course.</li> <li>• One year remaining in the unit and one year remaining in the pending assignment as a unit supply clerk or alternate clerk position.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• As required to meet the training authorization for position as a unit supply clerk.</li> <li>• Non-MOS 92Y Soldiers and non-supply oriented DA civilians with little or no supply experience.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 25 maximum; 10 minimum.</li> <li>• Class hours: M,T,W,F 0900-1200 and 1300-1700. THU 0900-1200 and 0900-1500.</li> <li>• Enrollment: 0850 to 0905 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Students must complete all tasks.</li> <li>• Students are required to score of 80% or higher on the Final Examination to pass.</li> <li>• As an introductory course, failing the Final Exam will not preclude future attendance to the Unit Supply-Enhanced Clerks Course.</li> <li>• Graduation is the last day of class.</li> <li>• Each student must submit a written course critique.</li> </ul>
<b>Authority</b>	As directed by III Corps DPTMS

**Legend for Table B-31:**

AR – Army Regulation  
 CMF – career management field  
 FY – fiscal year  
 MGRS – Management  
 NCO – noncommissioned officer  
 PBUSE – Property Book Unit Supply – Enhanced  
 USE – Unit Supply-Enhanced

**Table B-32. Unit Supply-Enhanced (USE) Operations and Management Course (USE MGRS)**

<b>Objective</b>	Provide sustainment training in unit supply operations and management to supervisory supply personnel.
<b>Scope</b>	Duties and responsibilities of the unit supply sergeant and supply officer, to include: <ul style="list-style-type: none"> <li>• Current supply policies and procedures.</li> <li>• Property accountability.</li> <li>• Types of accountability.</li> <li>• Material management.</li> <li>• Forms preparation and management.</li> <li>• Practical exercises and certification in the use of the automated PBUSE system.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Commissioned officers, warrant officers and NCOs assigned to or pending assignments as unit supply managers.</li> <li>• Specialists and specialist promotable assigned as unit supply sergeants (a grade waiver is required) who have completed the Unit Supply Clerk Course.</li> <li>• One year remaining in the unit and in the unit supply position.</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	<ul style="list-style-type: none"> <li>• Two commissioned officers, one warrant officer and 2 NCOs per battalion.</li> <li>• One commissioned officer and two NCOs per company sized unit.</li> <li>• Enlisted personnel not in CMF 92Y must request a waiver to attend the course.</li> </ul>
<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 10 days.</li> <li>• Capacity: 24 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Student must complete 80 percent of tasks and score 80 percent or higher on the final examination to graduate.</li> <li>• Graduation is the last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

**Legend for Table B-32:**

- APFT – Army Physical Fitness Test
- AR – Army Regulation
- CG – Commanding General
- FY – Fiscal Year
- IG – Inspector General
- NCO – Noncommissioned Officer

**Table B-33. Unit Total Fitness Course (UTF)**

<b>Objective</b>	Provide regulatory guidance, unit procedures, duties and responsibilities for NCOs, warrant officers and company Grade officers designated as unit total fitness coordinators.
<b>Scope</b>	<p>Discuss the unit total fitness program:</p> <ul style="list-style-type: none"> <li>• Evaluation of current unit total fitness program.</li> <li>• Weight control, profiles and pregnancy fitness.</li> <li>• Duties and responsibilities.</li> <li>• Training requirements and procedures.</li> <li>• Required documentation.</li> <li>• Testing procedures.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Comply with height and weight standards in AR 600-9 (Army Weight Control Program).</li> <li>• Must have taken the Army Physical Fitness Test (APFT) in the last 30 days and score a minimum of 80 points in each event.</li> <li>• No medical profile that precludes a student from attaining course standards.</li> <li>• Must have one year retainability in the unit</li> <li>• Security clearance: Not required.</li> </ul>
<b>Training authorizations</b>	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.

**Table B-33. Unit Total Fitness Course (UTF) (continued)**

<b>Administrative instructions</b>	<ul style="list-style-type: none"> <li>• Location: As listed in the Troop School FY class schedule.</li> <li>• Length: 5 days.</li> <li>• Capacity: 20 maximum; 5 minimum.</li> <li>• Class hours: 0900-1200 and 1300-1730.</li> <li>• Enrollment: 0900-0915 on class start date.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Each student must complete 80 percent of task and score 80 percent or higher on final examination.</li> <li>• Graduation is last day of class.</li> <li>• A written course critique is required from each student.</li> </ul>
<b>Authority</b>	AR 350-1, chapter 4, section II, paragraph 4-14, As requested by III Corps CG based on Corps inspection results.

## **Glossary**

### **Section I Abbreviations**

#### **AAC**

Ammunition Awareness Course

#### **AALPS**

Automated Air Load Planning System

#### **AAR**

Administrative Adjustment Report

#### **ACofS**

Assistant Chief of Staff

#### **AD**

Ad Hoc

#### **ADP**

Army Publishing Directorate

#### **AED**

Automatic External Defibrillator

#### **AIT**

Automated Identification Technology

#### **AKO**

Army Knowledge Online

**ALARACT**

All Army Activities

**ALP**

Automated Loading Planner

**ALPC**

Air Lift Planners Course

**AMEDD**

Army Medical Department

**AMMO-62-OS**

Ammunition 62 – On Site

**AN**

Army Navy

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ASA**

Ammunition Storage Area

**ASI**

Additional Skill Identifier

**ASP**

Ammunition Storage Point

**ATP**

Ammunition Transfer Point

**BDE's**

Brigades

**BTRY**

Battery

**BLS**

Basic Life Support

**BN**

Battalion

**BNCOC**

Basic Noncommissioned Officer Course

**BSNCO**

Battle Staff Noncommissioned Officer

**CBR**

Chemical, Biological and Radiological

**CBRN**

Chemical, Biological, Radiological, and Nuclear

**CEU**

Continuous Educational Unit

**CCFSPCC**

Company Commander / First Sergeant Pre-Command Course

**CG**

Commanding General

**CLS**

Combat Lifesaver Course

**CMF**

Career Management Field

**CO**

Company

**COR**

Contracting Officer Representative

**CPR**

Cardiopulmonary Resuscitation

**CSM**

Command Sergeant Major

**DA**

Department of the Army

**DAC**

Defense Ammunition Center

**DOD**

Department of Defense

**DOT**

Department of Transportation

**DPTMS**

Directorate of Plans, Training, Mobilization, and Security

**DPW**

Directorate of Public Works

**DTMS**

Digital Training Management System

**E-application** Electronic Application

**ECR**

Equipment Characteristics Record

**ELF**

Equipment Characteristics Editor

**EMT-B**

Emergency Medical Technician-Basic

**ETPs**

Exception to Policies

**FH**

Fort Hood

**FM**

Field Manual

**FORSCOM**

Forces Command

**FHC**

Fuel Handler Course

**FY**

Fiscal Year

**GCSS-A**

Global Combat Support System-Army

**CLIX-WHS**

Class IX Warehouse/SSA

**GOC**

Generator Operator Course

**GS**

General Schedule

**GT**

General Technical

**HAZMAT**

Hazardous Material

**HME**

Hazardous Material Endorsement

**HQDA**

Headquarters Department of the Army

**IAW**

In Accordance With

**ICODES**

Integrated Computerized Deployment System

**IG**

Inspector General

**IV**

Intravenous

**LOGTAADS**

Logistics The Army Authorization Documents System

**MDC**

Master Drivers Training Course (MDC)

**METL**

Mission Essential Task List

**MGRS**

Management

**MOA**

Memorandum of Agreement

**MOS**

Military Occupational Specialty

**MP CLK**

Motor Pool Clerk Course with Standard Army Maintenance System 1 – Enhanced

**MP MGRS**

Motor Pool Operations and Management Course with Standard Army Maintenance System 1 – Enhanced

**MSC**

Major Subordinate Command

**MSE**

Mission Support Element

**MTAC**

Medical Trauma Assessment Course

**MTOE**

Modified Table of Organization and Equipment

**NCO**

Noncommissioned Officer

**NLT**

Not Later Than

**NREMT**

National Registry for Emergency Medical Technician

**NREMT-B**

National Registry Emergency Medical Technician-Basic

**OEL**

Operational Equipment List

**OML**

Order of Merit List

**OPORD**

Operations Order

**PARA** Paragraph

**PBO MGR**

Property Book Manager's Course with Property Book Unit Supply – Enhanced

**PBUSE**

Property Book Unit Supply – Enhanced

**PM**

Project Manager

**PMO**

Provost Marshal Office

**POC**

Point of Contact

**POI**

Program of Instruction

**POL**

Petroleum, oils and lubricants

**PUBS MGNT**

Publications Management

**REG** Regulation

**R&U**

Repairs and Utilities

**SAAS-MOD**

Standard Army Ammunition System – Modernization

**SADBA**

System Administrator and Database Administrator

**SAMS**

Standard Army Maintenance System

**SAMS-E**

Standard Army Maintenance System – Enhanced

**SAMS1**

Standard Army Maintenance System 1

**SAMS1-E**

Standard Army Maintenance System 1 – Enhanced

**SAMS2-E**

Standard Army Maintenance System 2 – Enhanced

**SASMO-SAMS-E**

Sustainment Automation Support Management Operations-SAMS-Enhanced

**SEP**

Separate

**SFC**

Sergeant First Class

**SGM**

Sergeant Major

**SGT**

Sergeant

**SOP**

Standard Operating Procedures

**SPO**

Support Maintenance Operations

**ST**

Service Test

**STAMIS**

Standard Army Maintenance Information System

**TC-AIMS II**

Transportation Coordinators' Automated Information for Movement System II

**TPFDD**

Time Phase Force Deployment Data

**TRADOC**

Training and Doctrine Command

**TRADOC PAM**

Training and Doctrine Command, Pamphlet

**TRP**

Troop

**UAC**

Unit Armorer Course

**UDL**

Unit Deployment List

**UDR**

Unit Detection Radiation

**UIC**

Unit Identification Code

**UM1**

Unit Move 1

**UM2**  
Unit Move 2

**UMO**  
Unit Movement Officer

**UMOC**  
Unit Movement Officer Course

**US**  
United States

**USAF**  
United States Air Force

**USAR**  
United States Army Reserve

**USASMA**  
United States Army Sergeants Major Academy

**USE**  
Unit Supply – Enhanced

**USE-CLERK**  
Unit Supply-Enhanced Clerks Course

**USE-INTRO**  
Unit Supply Enhanced Course-Introduction

**UTF**  
Unit Total Fitness

**XOS3**  
**Battalion Executive and S3 Operations Officers Course**

**1CD**  
1st Cavalry Division

**Section II Terms**  
This section not used.