

**III CORPS AND FORT HOOD
TROOP SCHOOL ENROLLMENT PROCESS**

I. REQUESTING A TROOP SCHOOL COURSE

1. The enrollment request into all Troop School courses, except the Battle Staff Course, is by submission of a FH Form 350-7, Enrollment Application (E-App).
 - a. The Battle Staff Course is an ATRRS course. The POC for enrollment is listed below in section VI. POINTS OF CONTACT.
 - b. Although the HAZMAT (AMMO-62) course is also an ATRRS course, enrollment is by FH Form 350-7. The POCs are the Troop School Operations Clerks, also listed below in section VI. POINTS OF CONTACT.
2. The E-App is located in the FT Hood Troop School folders posted in AKO and in the Fort Hood SharePoint Portal (links located below in section V. TROOP SCHOOL FOLDERS). There is a Microsoft Office 2007 version and a Microsoft Office 1997-2003 version. Use the version that corresponds to the software loaded on your system.
3. Troop School Operations will only accept requests for III Corps and Fort Hood Soldiers from the BDE/MSC Schools NCO. The BDE/MSC is the level where Allocations are granted IAW the Needs Assessment Survey. 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 CO/TRP/BTRY level and is submitted through the Schools NCO chain.
4. For satellite units, USAR, and ARNG, requests are accepted from the command level appropriate to their unit structure.
5. For DoD civilian/contractor agencies in direct support of Fort Hood (OTC, TACOM, DES, DOL, DPW, DPTMS, CECOM, etc.) or the Department of Defense, requests are accepted by the department or agency supervisor.
6. After the E-App is completed, attach the document to an e-mail and send it to the Troop School Operations Clerks. Current clerks are listed below in section VI. POINTS OF CONTACT.

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II. COMPLETING THE E-APP REQUEST

1. Fill out each section as required. The Word 2007 copy has several "pick and click" sections for accurate selection of information. The Word 1997-2003 does not have the "pick and click" data and all data must be typed in.
2. Section 1.a. STUDENT DATA: This includes an area of ***Student Status***. All military, DoD civilians, and contractors must complete the ***Student Status*** section as required.
 - a. For soldiers, the remainder of Section 1.a. STUDENT DATA is self explanatory.
 - b. For DoD civilian/contractor agencies, do not fill out military specific areas (PMOS, DMOS, ETS, GT SCORE). RANK is filled out as CTR, GS#, YA#, WG#, etc. as appropriate. UNIT is the civilian organization.
 - c. Unit/Organization designations may need to be abbreviated to fit within the Unit block.
 - 1) For military units, please use the unit designation, not the "call name" (Lightning Troop - use L TRP; Alpha BTRY - use A BTRY; Echo Co - use E Co; etc).
 - 2) Please do not use ordinals (79th, 71st, 553rd, 62nd).
 - d. In the Word 2007 version, the BDE/MSC lists specific designated military units in accordance with the Needs Assessment Survey. If your organization is not in the drop down list, select "OTHER".
3. Section 1.b. COURSE DATA: All course information (course number, course title, dates, and locations) is located in the Troop School folders. All course information can be obtained directly from the Enrollment Roster header, as well as other documents (Troop School Schedule, Class Locations) located in the Troop School folders.
4. Section 1.c. AKO User Name: This is specific to the AMMO-62 course and all Leaders Courses (XO/S3 Training Course, Company Commander/First Sergeant Pre-Command Course, LDRS DTMS-OV course). If requesting these courses, ensure the ***AKO User Name*** is entered or the E-App will be returned as incomplete and not processed.

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5. Section 1.d. MOS 68W: This is specific to the EMT courses. If requesting these courses, ensure the information is completed or the E-App will be returned as incomplete and not processed.
6. Section 2 COMMANDER / FIRST SERGEANT VERIFICATION: This section requires only typed name. The document does not have to be printed, signed by hand, scanned, and then attached and e-mailed. Troop School Operations assumes that an E-App received from the BDE/MSA Schools NCO has met the CO/TRP/BTRY level verification requirements.
7. Section 3 SCHOOLS NCO CHAIN OF FORWARDING: This section tracks the progress of submission from the CO/TRP/BTRY level through the BDE/MSA Schools NCO to the Troop School Operations Office. Again, data only needs to be typed in.
 - a. For satellite units, USAR, ARNG and DoD civilian/contractor agencies, Section 2 and Section 3 information is completed by the appropriate command or supervisor level.
8. After the E-App is completed, please rename and save the file with the following format: (LastName)(Class)(StartDate).

Example:
Smith UAC 21OCT13
9. After the E-App is completed, renamed and saved, attach the document to an e-mail. Ensure the e-mail message is encrypted and send it to the Troop School Operations Clerks. Current clerks are listed below in section VI. POINTS OF CONTACT.
 - a. To facilitate research in the event of an error, please title the E-Mail SUBJECT line as follows:
 - 1) If sending just one E-App, please enter the e-mail SUBJECT as: (Unit)(Course)(Start Date)(LastName) E-App. (Most preferred method.)

Example: 1CD UAC 21OCT13 SMITH E-App
 - 2) If sending multiple E-Apps for the same course, please enter the e-mail SUBJECT as: (Unit)(Course)(Start Date) E-Apps. (Also a most preferred method.)

Example: 1CD UAC 21OCT13 E-Apps

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- 3) If sending multiple E-Apps for different courses, please enter the e-mail SUBJECT as: (Unit) E-Apps. (Least preferred method and difficult to research.)

Example: 1CD E-Apps

III. DROPS AND REPLACEMENT REQUESTS

1. DROP: When a determination is made that a Soldier (or DoD civilian/contractor) cannot attend a requested class, all that is needed is an e-mail message request. Simply state: "Drop (LastName, FirstName) from (Class #-##) starting (StartDate)".

Example:

Drop Smith, James from UAC 02-14, starting 21 OCT 13.

- a. For military units, only an e-mail message from the BDE/MSD Schools NCO with the information as stated above is needed. Please do not forward subordinate unit level Drop Memos, Counseling Statements, etc.
 - b. Send the DROP Request to the Troop School Operations Clerks. Current clerks are listed below in section VI. POINTS OF CONTACT.
2. DROP/SWAP: When a determination is made that a Soldier (or DOD civilian/contractor) cannot attend a requested class and you have a replacement, an e-mail message request is needed with the replacement's E-App. Simply state: "Drop (LastName, FirstName) from (Class #-##) starting (StartDate) and replace with (LastName, FirstName)".

Example:

Drop Smith, James from UAC 02-14, starting 21 OCT 13 and replace with Ivy, Stephen.

- a. For military units, only an e-mail message from the BDE/MSD Schools NCO with the information as stated above is needed. Please do not forward subordinate unit level Drop Memos, Counseling Statements, etc.
- b. Send the DROP/SWAP Request (with replacement E-App) to the Troop School Operations Clerks. Ensure the e-mail message is encrypted. Current clerks are listed below in section VI. POINTS OF CONTACT.

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IV. TROOP SCHOOL OPERATIONS OFFICE ACTIONS

1. When a request is received from the BDE/MSC Schools NCO (or from the appropriate command level or supervisor for satellite units, USAR, ARNG and DoD contractor/civilian agencies), prior to 1500HRS, M/T/W/F and 1300HRS on THU, it is printed and date stamped for the date received. The request is then posted to the Enrollment Roster on that date.
2. When a request is received after 1500HRS, M/T/W/F and 1300HRS on THU, it is printed the following (work day) date. It will still be date stamped for the date received. However, the request is processed on that following date it was printed. This means that a unit with an Allocated Seat that submits an E-App for a class on the class Suspense Date after the cut-off time may lose that Allocated Seat.
 - a. NOTE: Requests received after 1500HRS (1300HRS on Thursday) for a class starting the following day may not be processed.
3. If a discrepancy is noted with a request when posting to the Enrollment Roster, the e-mail message is returned with notation of the discrepancy and guidance to correct it and resubmit the request.
4. Units with Allocations are placed into a Primary Seat when the request is received before the cut-off time on the class Suspense Date. All others are placed on the Alternate list. After the cut-off time, 1500HRS M/T/W/F and 1300HRS THU, on the Suspense Date (located on the Enrollment Roster header), if there are open Primary Seats, any Alternates are moved into the open Primary Seats in the following order of precedence:
 - a. Fort Hood Soldiers and Fort Hood "Other" Tennant Unit Soldiers are moved up in date order received.
 - b. Fort Hood "Other" (DoD civilians/contractors) are moved up in date order received.
 - c. "Other" Soldiers not on Fort Hood are moved up in date order received.
 - d. "Other" (DoD civilians/contractors) not on Fort Hood are moved up in date order received.

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5. This order of precedence is only on the Suspense Date. After the initial adjustment on the Suspense Date all remaining or newly received requests will be placed in a Primary Seat that is available or becomes available on a First-Come-First-Serve basis.
6. Once placed in a Primary Seat, that person will not be removed unless requested as a DROP or DROP/SWAP. The only other exception would be a III Corps directive to meet a specific, validated emergency need for deployment.
 - a. NOTE: Being on the Alternate list does not guarantee getting in the class. Alternates are called to fill seats when a Primary is a No-Show. If an Alternate is called and is not present to fill a vacant seat, they will be reported through channels to III Corps as a No-Show.
7. The Enrollment Rosters are posted in AKO and the Fort Hood SharePoint Portal every evening. When a request is received from the BDE/MSC Schools NCO (or satellite units, USAR, ARNG and DoD civilian/contractor agencies) by 1500HRS (1300HRS on Thursday), the updated Enrollment Rosters are available for viewing in the Troop School folders after 1700HRS that day. E-Apps received after 1500HRS (1300HRS on Thursday) are available for viewing after 1700HRS the next day.
 - a. NOTE: Troop School Operations does not send confirmation e-mails that your request is processed. You have visibility in the Troop School folders. Open the Enrollment Roster and you will see your request posted as stated above. (On rare occasions, it may be a day later than stated due to Internet connectivity issues, Training Holidays, etc.). If on the third day you do not see your request posted, the BDE/MSC Schools NCO (or satellite units, USAR, ARNG and DoD civilian/contractor agencies command or supervisor) should contact the Troop School Operations office and inquire. We will work to resolve the issue and correct the problem.

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V. TROOP SCHOOL FOLDERS

1. Troop School Folders contain all information needed to request enrollment into and monitor enrollment status once enrolled into a Troop School course. In these folders you will see:
 - a. One folder is specifically the AMMO-62 course. All AMMO-62 Enrollment Rosters for each class may be downloaded and opened.
 - b. There will be two to three monthly folders. Each month's folder will have sub-folders for each week in that month. Each weekly folder will contain all Enrollment Rosters for classes that start in that week. The Enrollment Roster for each class may be downloaded and opened.
 - c. There is a folder named Crs,App,Sched,Location,POC. There are sub-folders with the Courses and Descriptions, Enrollment Application, the FY Classes Schedule, strip maps of Troop School locations on Fort Hood, Points of Contact, miscellaneous information, and select Fort Hood Regulations.
 - d. Anyone with an AKO account may access the Troop School Folders through AKO. If you are on the Fort Hood ILAN, you may access the Troop School Folders through the SharePoint Portal. Follow the links below:

AKO - (accessible in the Non-FOUO Portal):

<https://www.us.army.mil/suite/community/7626409>

Troop School SharePoint Portal:

<https://intranet.hood.army.mil/units/iicorps/SpecialPrograms/troops/default.aspx>

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VI. POINTS OF CONTACT

1. Troop School Operations Clerks.
 - a. All requests for enrollment into a Troop School course, except the Battle Staff Course, must be sent to both Troop School Operations Clerks.
 - b. Ensure all messages with Personally Identifiable Information are encrypted.

Operations Clerk: Mrs. Samantha Knight
Phone: 254-287-1771 / DSN 737-1771
Global: Knight, Samantha L CTR (US)
E-Mail: samantha.l.knight.ctr@mail.mil

Operations Clerk: Mr. James Smith
Phone: 254-287-1771 / DSN 737-1771
Global: Smith, James E III CTR DODEA (US)
E-Mail: james.e.smith37.ctr@mail.mil

Troop School Mailbox (general inquiries)
Global: USARMY Ft Hood USAG Mailbox DPMTS TROOPSCHOOL
E-Mail: usarmy.hood.usag.mbx.dpmts-troopschool@mail.mil

2. Leader Course Facilitator.
 - a. Contact the Leader Course Facilitator for general inquiries on course information. Do not submit requests for enrollment to the Leader Course Facilitator.
 - b. All requests for enrollment into the Leader Courses must be sent to both Troop School Operations Clerks. (Ensure all messages with Personally Identifiable Information are encrypted.)

Leader Course Facilitator: Mr. Michael Luker
Phone: 254-553-3684 / DSN 663-3684
Global: Luker, Michael E CTR (US)
E-Mail: michael.e.luker.ctr@mail.mil

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3. HAZMAT (AMMO-62) COURSE:

- a. For the two-week HAZMAT (AMMO-62-OS) Technical Transportation of Hazardous Materials course, submit an E-App to both Troop School Operations Clerks.
- b. For additional information, please contact the Troop School Operations Clerks.

4. Battle Staff Course:

- a. Do not submit an E-App to the Troop School Operations Clerks for the Battle Staff Course.
- b. Troop School conducts the Battle Staff Course. However, this is an ATRRS course and enrollment is processed by the III Corps ATRRS clerk. The III Corps ATRRS clerk is not on Troop School staff.
- c. For the Battle Staff Course enrollment, please contact:

III Corps ATRRS Clerk:	Ms. Kirsten Copeland
Phone:	254-287-3802 / DSN 737-3802
GLOBAL:	Copeland, Kirsten R USA CIV (US)
E-MAIL:	kirsten.r.copeland.civ@mail.mil