

National Training Center and Fort Irwin Military and Civilian Schools Standing Operational Procedures (SOP)



Department of the Army
NTC and Fort Irwin G3
1 October 2011

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DEPARTMENT OF THE ARMY
NATIONAL TRAINING CENTER & FORT IRWIN
FORT IRWIN, CA 92310-5000

AFZJ-CSM

1 October 2011

MEMORANDUM FOR RECORD

SUBJECT: SCHOOLS STANDARD OPERATING PROCEDURES

1. The purpose of this Standing Operating Procedures (SOP) is to provide information, guidance, policies, and to further outline the standards expected to staff, instructors, and students of all courses conducted or facilitated by the National Training Center and Fort Irwin.
2. It is essential for all members of the National Training Center to understand that DMOSQ producing schools and OES / NCOES / CES are of primary importance to sustaining our overall personnel strength and readiness levels. Ensuring that subordinate Soldiers and Civilians attend required schooling in a timely manner is a required function of leaders at all levels.
3. This SOP applies to this installation's staff, instructors and students involved in all courses, and establishes the minimum requirements for the implementation of administrative actions, the responsibilities/conduct of staff, instructors, and students. Additionally, this SOP reinforces how the NTC expects training to be conducted.
4. Students must be physically and mentally prepared for the course in which he or she endeavors. First Line Leaders (FLL) are responsible for assisting the Soldier through the entire enrollment and counseling process. Failure of the leadership to perform this task results in unprepared, uninformed personnel. Training Resources supplied to this unit for schools are limited, so we cannot afford to squander our school quotas. "NO-Shows's" and APFT / Weigh-in (AR 600-9) failures are unacceptable and indicate a lack of preparation and effort on both the student and the FLL's behalf. Leaders are accountable for all soldiers who are not properly prepared for school.
5. Fort Irwin will provide quality instruction, by certified instructors, with the available materials, equipment, and facilities. All training will be conducive to learning and support the highest standards of professionalism. Our role cannot be overstated. I expect each of you to embrace this challenge, as we continue to train. *Train the Force, Train to Lead!*
6. Point of contact for this memorandum is the undersigned or G3 Schools at 760-380-3880/3459.

NATHAN BUCKNER
CSM, USA
National Training Center and Fort Irwin

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Purpose: To describe procedures of training request and serve as a guide for the conduct of training coordination.

Applicability: This SOP is applicable to all civilian and military personnel assigned or attached to Fort Irwin and any elements requesting training assistance through G3 Schools. In no way is this SOP intended to supersede any Army Regulation or DA PAM already in place. Exceptions to this Policy will only be approved by the NTC G3 Office.

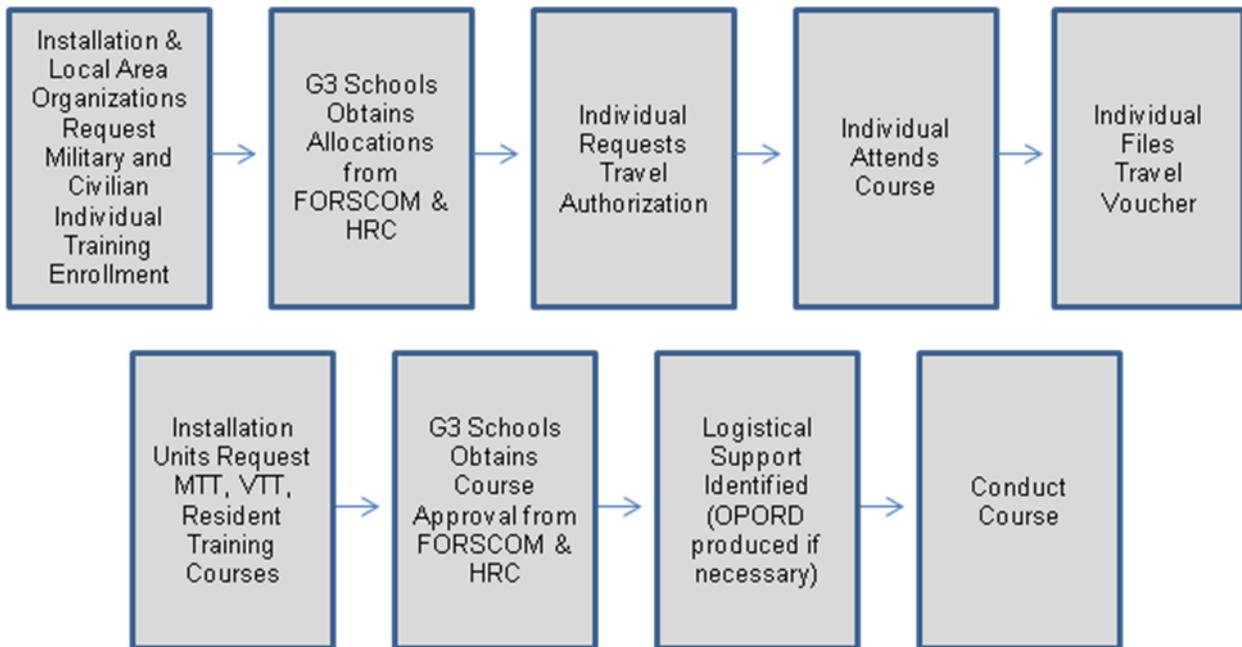
Responsibilities and Schools Process:

1. G3 Schools: Responsible for all training assistance on and off Fort Irwin. Provide weekly status updates for all school requests. Ensures all tenant units are given the appropriate classes by all means to include Video Tele-training (VTT), Mobile Training Team (MTT), local instructor, and Temporary Duty (TDY). Manages MTSA funds and oversees all MTSA funded Defense Travel System (DTS) authorization and vouchers. Organize and schedule ground and air transportation for all G3 coordinated group travel. Process all Fort Irwin Army Training Requirements and Resources System (ATRRS) request, deletions and deferments. Assist units in coordination of training courses and submits all Training Resources Arbitration Panel (TRAP) request to FORSCOM. Assist all Army Civilian enrollments in Civilian Education System (CES) Courses, and Institutional and Mandatory Training. Schedule and track mandatory training for Army Civilians. Track CES status for Army Civilians.
2. Brigade Level Schools: Coordinate all training issues with G3 Schools. Responsible for attending the Post Schools meeting scheduled on training day seven (TD7) of each National Training Center (NTC) rotation at 1330 in the G3 conference room. Responsible for turning in paperwork complete with all appropriate required information. Ensures all required submissions for allocated training slots are turned in within time allotted. Failure to do so will result in the loss of their allocated slots. Lost allocated slots will go to submitted alternates ready to go at time of final submission date. Ensures OMLs are completely scrubbed and turned into G3 schools five working days prior to the 15th of every month. Ensures their Brigade Command Sergeant Major (CSM) is aware of all Noncommissioned Officer Education System (NCOES) reservations, deletions, and deferments. Will ensure that all service members scheduled to attend any course are within prescribed regulations, meet all prescribed requirements, arrive on time, and possess the required equipment. Will be present at the start of all courses on Fort Irwin, including WLC departures and arrivals. Receive status of school requests and provide timely updates to subordinate units.

3. Leaders and Supervisors: Ensure all training requested is necessary for the professional development/advancement of the Soldier, mission requirement, or the enhancement of the command. Prevent any mission hindrances to course attendance and reschedule appointments outside of course timelines. Submit through the appropriate channels to the G3 Schools any changes on the attendee's status that will preclude them from attending training (see Appendix A). All Soldiers attending any course on Fort Irwin will be treated as TDY Soldiers attending training elsewhere and will be required to stay in class throughout the duration of the course. Ensure financial obligations incurred during attendance to official training are reconciled within 30 days of completion of training.

4. Personnel attending training: When TDY, before submitting DTS authorization, ensure unit Organizational Defense Travel Administrator (ODTA) verify requirements/entitlements with appropriate school. After completing the course, submit travel voucher within five working days of completion of travel and submit copy of training certificate IAW Brigade Level Schools SOP. Use guidance from the Joint Federal Travel Regulation (JFTR), the MTSA Handbook, and the Brigade Level Schools NCO for all DTS submissions.

5. Schools Process:



School Request, Cancellations, and Deferments:

1. Request

- A. Soldiers: requests are done on DA Form 4187 (see Appendix D).
- B. Civilians: requests are done on SF182, pages 1,2, and 5 are required. (see Appendix E).
- C. All AMMED Soldiers and Civilians: require additional form DA Form 3838 (see Appendix F) and need to be screened and verified through the AMEDD web page prior to submission.
- D. All requests for Fort Lewis Courses require additional forms DA Form 3838 and HFL Form 888 (see Appendix G).
- E. In addition to the previously described, all group schools request will be submitted in the G3 Schools group request format (primarily used for FICA resident courses) (see Appendix H).
- F. All School requests will be submitted 45 days prior to course start date unless otherwise specified.
- G. All requests will be screened by Battalion and Brigade Level Schools for correctness.
- H. As specified on each form, or in remarks block, all requests will have at a minimum the following: course location, course title, course number, class number and dates, and date range for a possible alternate class (see Appendix D-H).
- I. A meeting will be held by the G3 Schools office and the requesting unit for all MTT and VTT request.
- J. Civilians will see their CEP Leads for CES enrollment assistance.

2. Cancellations and Deferments

- A. All cancellations and deferments must be submitted NLT two weeks prior to report date.
- B. Soldiers: will be done on DA Form 4187 signed by the first O-6 in their chain of command, with a routing slip containing the Brigade CSMs signature.
- C. Civilians: will be done on DA Form 4187 signed by the Approving Authority for the course.
- D. All ATTRS Course cancellations, deferments, and substitutions will be submitted on a DA Form 4187 as described above.
- E. All cancellations, deferments, and substitutions for all courses will have justifications. All justifications will be IAW AR 350-1 dated 18 December 2009, and ICW appropriate school and academy SOPs. All justifications will have supporting documents attached.

Mobile Training Team (MTT) and Video Tele Training (VTT) Request:

1. All MTT and VTT request will be submitted to G3. The following is a guideline for requesting MTT/VTT Training. Units are highly recommended to submit request at least six (6) months prior to start date. G3 Schools is available for assistance with all of the following.
 - A. Research, select, and justify course required. (Brigade level approval required).
 - B. Identify the Project POC for the request.
 - C. Determine number of individuals to be trained.
 - D. Determine date range for training.
 - E. Coordinate with G3 Schools to research MTT/VTT support requirements.
 - F. Training location researched and reserved.
 - G. Logistical support researched and acquired.
 - H. Technical support researched and acquired.
 - I. Identify any school required support not available.
 - J. Submit MTT/VTT request information to G3 School.

Civilian Education Program:

1. The Fort Irwin and NTC Civilian Education Program (CEP) is the support program for Fort Irwin Army Civilians seeking education and professional development. Each unit has a dedicated CEP Lead to provide information, guidance, and enrollment facilitation for all Civilian Education System (CES) and Institutional Training courses. The CEP and CES details are outlined in this SOP and the Civilian Development links located on SharePoint <https://irwin-portal/sites/G3/OPS/Schools/Forms/AllItems.aspx>
2. CEP Leads will provide a CES status update to G3 Schools. CES status update will be provided on a monthly basis on a spreadsheet provided by G3 Schools.

Warrior Leaders Course (WLC):

1. WLC: Fort Irwin is supported by external NCO Academy's. Fort Irwin will send a group of Soldiers to WLC on a monthly basis. Soldiers will have maximum opportunity to attend WLC. The WLC program specifics are as follows.
 - A. Brigade WLC submissions will be submitted on G3 Schools group request format with the addition of a birthday column in YYYYMMDD format.
 - B. WLC packets will be submitted 2 weeks prior to TDY report date to include DD Form 1610 (see Appendix N).
 - C. G3 Schools will coordinate all ground transportation to and from WLC.
 - D. G3 Schools will coordinate all air transportation to and from WLC. Cost of air fare will be provided to the Brigade Schools for input on each individual DD Form 1610.
 - E. G3 will provide a sponsor to escort WLC Candidates to the WLC Academy. Sponsor will stay until all in-processing is complete.
 - F. If SM is scheduled for WLC and cannot attend, a DA Form 4187 is required to remove the candidate from ATRRS to prevent the SM and Fort Irwin from receiving no show.
 - G. Each unit is responsible for replacing their own cancellations to support a Fort Irwin and total Army 100% fill rate. Units will have alternates report to the departure DTG with complete packets to avoid losing a slot because of last minute changes.
 - H. Brigades will ensure candidates possess current packing list located on the appropriate Academy web site.
 - I. All WLC Candidates will not consume any alcoholic beverages for the entire duration of the WLC TDY course and travel.
 - J. All WLC Candidates will sign a Memorandum of Understanding stating they have read and understand the consequences of alcohol-related misconduct in NTC Policy Letter 22.

Order of Merit List (OML) and Reporting:

1. WLC OML: WLC OMLs are due to G3 Schools five working days prior to the 15th of each month. WLC OML will contain all Private First Class (E3) and above that have not attended WLC. Soldiers will not be removed from the WLC OML unless they have graduated from WLC or they have been reduced to the grade of E-2 or below (see Appendix I). Soldiers on the WLC OML's will be reported in only one of eight categories: AD (administrative), SC (scheduled), RTA (ready to attend), MD (medical), CE (currently enrolled), OV (overweight), DE (deployed) and AP (APFT failure). Two categories will never be reported for the same month (see Appendix J). All Brigades are required to track WLC candidates that have been on the WLC OML for over 90 days (see Appendix K).
2. WLC, ALC, & SLC: WLC, ALC & SLC Reports are due to G3 Schools prior to close of business every Friday. This report will reflect the total number of personnel enrolled for the following week in each NCOES course (see Appendix L).
3. Attendance and Submission (A&S) Tracker: A&S Tracker will be submitted weekly by all agencies. A&S Tracker will have three sections; Course, Attendance, and Submissions. Course will contain brief course information: name, location, and dates. Attendance will contain number of seats (Seats), number of seats filled (#'s Filled), out and in changes (Changes), number showed (Show), number alternate showed (Alt Show), number dropped (Drop), number graduated (Grad). Submissions will contain packet/name due date (Due Date), number of packets turned in on due date (# Turned in on Due Date), date all packets were turned in (Date all Packets In), and number of days packets were late (# Days Late (14 Max)). A&S Tracker will track all G3 Schools facilitated courses (see Appendix M).

NCOES No Shows: All NCOES No Shows will be reported weekly to G3 Schools. No Shows request must be submitted IAW this SOP.

Travel: The NTC G3 is the approving official for all FORSCOM MTSA funded travel authorization and vouchers for Fort Irwin. All FORSCOM MTSA funded authorizations and vouchers will be routed through G3 MTSA routing list (MTSA RL). All MTSA funded travel authorizations and entitlements can be found in the MTSA handbook. If guidance cannot be found in the MTSA handbook, G3 Schools will provide guidance.

1. Authorizations

- A. It is the unit ODTA's job to research and identify SMs entitlements, not the G3 or the Brigade S3. If there is a doubt on any entitlement, the unit ODTA will call the appropriate school to verify entitlements. The ODTA will add detailed documentation to support those entitlements to the substantiating records. If contact with the appropriate school cannot be made, guidance will be used from G3 Schools through the Brigade Level Schools.
- B. All rental cars, fuel for rental cars, and any in and around mileage will be reimbursed by the units Line Of Accounting (LOA). Unit will add a memorandum to the DTS authorization authorizing this reimbursement.
- C. If a trip is over 45 days it is mandatory that the SM will be scheduled partial payments.
- D. Submit Authorizations no earlier than 30 days prior to report date.

2. Vouchers

- A. All vouchers will be filed within 5 working days after completion of TDY travel.
- B. Receipts are required for all expenses being claimed, regardless of amount. Missing receipts will be handled on a case-by-case basis through the G3 Schools.
- C. All debt to US and outstanding credit card debt will be paid first by voucher.

3. TDY En-Route

- A. All TDY Enroute will be done on a manual DD Form 1610 (see Appendix B)
- B. If the SM clears FICA before travel begins, the DD Form 1610 will only cover the school portion of training. Training is from report date to graduation date, both of which are normal school entitlement days. MTSA will not authorize 75% travel per diem for those days because it will be covered by the travel order.
- C. All travel expenses will be covered by travel order. Exceptions and all other TDY En-route options can be found in the MTSA Handbook on page 10 (see Appendix C)

Assistant Instructor: Qualifications, Duties, and Responsibilities to serve as an Assistant Instructor (AI) for all courses and graduation ceremonies are as follows.

1. Qualifications:
 - A. All AIs will possess the rank of Staff Sergeant or above.
 - B. AI for the Battle Staff NCO Course and the First Sergeant Course will be a Sergeant First Class or above.
 - C. Must have graduated the course for which they are to be an AI for.
 - D. Must participate in AI train-up prior to course start date.

2. Duties and Responsibilities:
 - A. Stay with the class throughout the duration of classroom instructions.
 - B. Observe all practical exercises (PE) and ensure student interaction.
 - C. Administer examinations to students. (as required)
 - D. Evaluate student briefings. (as required)
 - E. Operate T-NET equipment or have system administrator available.
 - F. Facilitate group discussions by utilizing noncommissioned officer experience.
 - G. Counsel students that fail Height/Weigh-In IAW AR 600-9, and written and performance exams. (as required)
 - H. Counsel all students which includes initial, end of course, after each exam, and any adverse behavior. (as required)

3. Graduation Ceremony:
 - A. G3 Schools
 - a) Reserve venue for all graduations
 - b) Produce ceremony handouts
 - c) Coordinate for Post CSM to speak to graduate
 - d) Request PAO support two weeks prior to graduation date
 - e) Notify G3 Master of Ceremonies for graduation support 72 hours prior to graduation
 - f) Identify VIP participation and attendance to be included and recognized in ceremony
 - g) Provide AI with guest speaker contact information
 - h) Be present for all rehearsals
 - i) Send out invitation for ceremony on Irwin Postmaster
 - B. Assistant Instructor
 - a) Make all coordination with guest speaker
 - b) Conduct rehearsal prior to graduation
 - c) Double checking all administrative issues with Academy
 - C. Master of Ceremonies
 - a) Review rehearsal prior to graduation
 - b) Set up and tear down of graduation ceremony (NLT 0645 on graduation day)
 - c) Provide all equipment to include:
 - Flags (National Colors, Army Flag, NTC Flag)

- Sound system with required music (The National Anthem & The Army Song)
 - Podium stand
 - Binders for diplomas
 - Three Chairs (Guest Speaker, Senior AI, Chaplain)
 - Table with cloth cover for diplomas
- d) Review handouts prior to graduation
- D. Protocol
- a) Seating arrangements

G3 Schools Points of Contact:

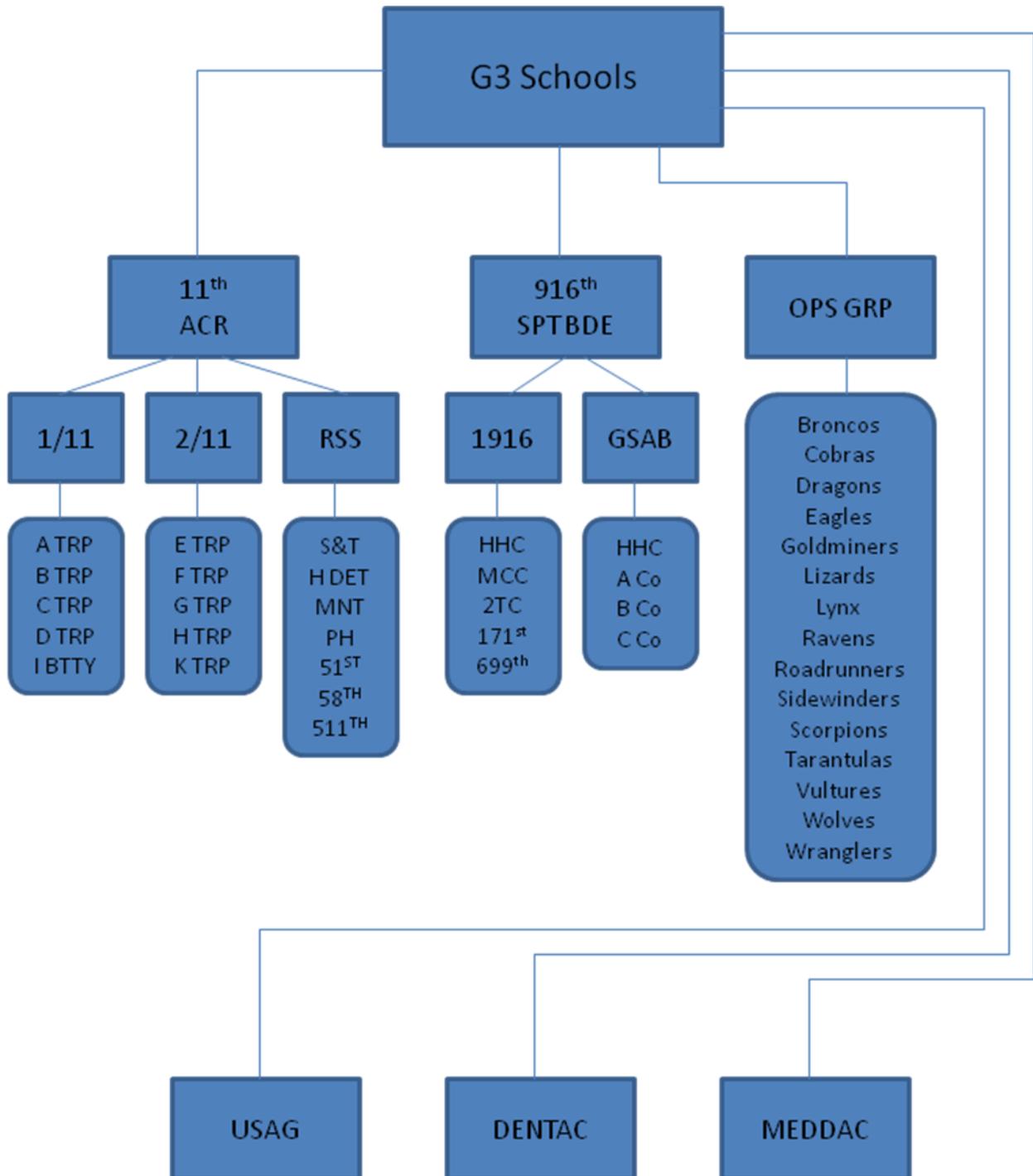
1. G3 Training Specialist (760) 380-3880
2. G3 Schools NCOIC (760) 380-3459
3. G3 Schools Fax (760) 380-2990
4. DSN 470-XXXX

Appendix List

Schools Flow Chart	Appendix A
Manual DA Form 1610.....	Appendix B
MTSA Handbook page 10.....	Appendix C
DA Form 4187.....	Appendix D
SF 182	Appendix E
DA Form 3838	Appendix F
HFL Form 888	Appendix G
G3 Schools Group Request Format	Appendix H
AR 350-1 Paragraph 3-46	Appendix I
WLC OML	Appendix J
Over-90-day OML Scrub	Appendix K
WLC, ALC, & SLC Report	Appendix L
Attendance and Submission Tracker	Appendix M
WLC Packets (FBTX and FLWA)	Appendix N

APPENDIX A

Installation Training Request Flow Chart



APPENDIX B

DD Form 1610

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD) 20110726
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial) SCHWIND, JESSICA A		3. SOCIAL SECURITY NUMBER 555-69-5555		4. POSITION TITLE AND GRADE/RATING SFC/E7		
5. LOCATION OF PERMANENT DUTY STATION (PDS) FORT IRWIN, CA			6. ORGANIZATIONAL ELEMENT 916 SPT BDE		7. DUTY PHONE NUMBER (Include Area Code) 760-380-7016	
8. TYPE OF AUTHORIZATION TDY-ENROUTE		9. TDY PURPOSE (See JTR, Appendix H) TRAINING ATTENDANCE		10a. APPROX. NO. OF TDY DAYS (Including travel time) 58		b. PROCEED DATE (YYYYMMDD) 20110821
11. ITINERARY From: Ft. Irwin, CA. To: Ft. Lee, VA. Return To: Ft. Bliss TX. <input type="checkbox"/> VARIATION AUTHORIZED						
12. TRANSPORTATION MODE						
a. COMMERCIAL		b. GOVERNMENT			c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				CAR RENTAL	TAXI	OTHER
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PRIVATELY OWNED CONVEYANCE (Check one)		
				RATE PER MILE: _____		
				<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT		
				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)		
14. ESTIMATED COST						
a. PER DIEM \$ 2,668.00		b. TRAVEL \$		c. OTHER \$ 4,505.00		d. TOTAL \$ 7,173.00
15. ADVANCE AUTHORIZED \$ 5379.75						
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Soldier is TDY from Fort Irwin, CA, to Ft Lee, VA from 21 August 2011-17 October 2011 to Attend (ALC). MTSA funded. Meals and Lodging are not provided full Per Diem and Lodging authorized. Soldier is authorizes laundry at \$2.00 a day. Soldier is attached for UCMJ/ADMIN action. All travel expenses and entitlements will be covered under travel order # 146-102. Soldier is authorized an advance against this travel order. Soldier dose not have GOVCC to use. Alternate means, such as (Secure Video Teleconference (SVTC), or other web-base communication are not sufficient to accomplish travel objectives. FY11 M&IE At: \$ 46.00 X 41 Days = \$ 1886.00 FY11 Lodging At: \$77.00 X 41 Days= \$ 3157.00 FY11 Laundry At: \$2.00 A Day X 41 Days = \$ 82.00 FY12 M&IE At: \$ 46.00 X 17 Days = \$ 782.00 FY12 Lodging At: \$77.00 X 16 Days= \$ 1232.00 FY12 Laundry At: \$2.00 A Day X 17 Days = \$ 34.00 FY11 MTSA Total: \$ 5125.00 FY12 MTSA Total: \$ 2048.00						
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) SSG LOPEZ, MICHAEL R. G3 SCHOOLS				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) MR CARL ARIAS, G3 TRAINING SPECIALIST		
AUTHORIZATION						
19. ACCOUNTING CITATION						
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) GREGORY F. SIERRA, LTC, IN, G3					21. DATE ISSUED (YYYYMMDD)	
					22. TRAVEL AUTHORIZATION NUMBER	

APPENDIX C

MTSA Handbook, page 10

MTSA Handbook

10

02/01/99

Chapter 4

Operations

4-1. TDY Process

- a. The same rules which govern all other mission-essential temporary duty travel should be adhered to when preparing DD1610s for MTSA training.
- b. TDY and Return. The process for TDY and return MTSA training is no different than any other training funded by the installation/unit or previously funded by the MTOA other than the MTSA fund site that is placed on the orders. Fund control officers must, however, ensure that:
 - (1) the correct MTSA fund site is used for all MTSA travel (the MTOA fund cite will not be used).
 - (2) MTSA fund sites are used only for those courses that meet ODCSOPS guidance.
- c. TDY enroute. Soldiers have four options for attending TDY enroute in conjunction with a permanent change of station (PCS) in accordance with AR 600-8-11. The options and the appropriate funding accounts are as follows:
 - (1) Option 1 and 3. Travel to and attend training, return to the old permanent duty station (PDS) and depart within 10 days and report to the new PDS. In this scenario, the losing command/installation covers the travel and per diem costs associated with training. Travel from the old to the new PDS is funded by the Military Personnel Appropriation, PCS open allotment. Under option 1, dependents remain in government quarters. Under option 3, dependents remain living on the local economy.
 - (2) Option 2. Depart the old PDS, report to the new PDS, leave the new PDS within 10 days of reporting, travel to training and return to new PDS upon completion of training. In this scenario, the losing command/installation covers both the travel and per diem associated with the training. Travel from the old to the new PDS is funded by the Military Personnel Appropriation, PCS open allotment.
 - (3) Option 4. Depart the losing PDS, travel to and attend training, travel to and report to the new PDS. In this scenario, the losing command/installation pays only the per diem while in training. All travel costs are chargeable to the Military Personnel appropriation, PCS open allotment. Soldiers without family members/dependents are authorized to elect only option 4. Soldiers with DA-directed schooling at either the new or old PDS will not elect any of the above options, since a soldier cannot be TDY at his/her PDS. There will be no travel or per diem costs paid when this occurs.

APPENDIX D (Continued)

DA Form 4187 Routing		
THRU	TO	FROM
Commander 2/11 ACR Fort Irwin, CA. 92310	G3 Schools Fort Irwin, CA. 92310	Commander G Troop, 2 SQD Fort Irwin, CA. 92310
Commander 1916 SPT BN, 916th SPT BDE Fort Irwin, CA. 92310	G3 Schools Fort Irwin, CA. 92310	Commander 699th Maint Co, 1916 SPT BN Fort Irwin, CA. 92310
Commander OPS GRP Fort Irwin, CA. 92310	G3 Schools Fort Irwin, CA. 92310	Commander Goldminers Fort Irwin, CA. 92310
N/A	G3 Schools Fort Irwin, CA. 92310	Commander MEDDAC Fort Irwin, CA. 92310
Commander USAG Fort Irwin, CA. 92310	G3 Schools Fort Irwin, CA. 92310	Commander MP Co, USAG Fort Irwin, CA. 92310
Example of Deferment or Deletion Request!!!		
THRU	TO	FROM
	19K ALC (BNCOC)	
Commander 2/11 ACR Fort Irwin, CA. 92310	HRC ATTN: CMF 19 Fort Knox, KY. 40121	Commander G Troop, 2 SQD Fort Irwin, CA. 92310
	63X SLC (ANCOC)	
Commander 1916 SPT BN, 916th SPT BDE Fort Irwin, CA. 92310	HRC ATTN: CMF 63 Fort Knox, KY. 40121	Commander 699th Maint Co, 1916 SPT BN Fort Irwin, CA. 92310
	Airborne Training	
Commander OPS GRP Fort Irwin, CA. 92310	HRC ATTN: IN Branch Fort Knox, KY. 40121	Commander Goldminers Fort Irwin, CA. 92310
	SFAS	
Commander 1916 SPT BN, 916th SPT BDE Fort Irwin, CA. 92310	HRC ATTN: SF Branch Fort Knox, KY. 40121	Commander 2HT Co, 1916 SPT BN Fort Irwin, CA. 92310
	68W SLC (ANCOC)	
N/A	HRC ATTN: CMF 68 Fort Knox, KY. 40121	Commander MEDDAC Fort Irwin, CA. 92310
	31B ALC (BNCOC)	
Commander USAG Fort Irwin, CA. 92310	HRC ATTN: CMF 31 Fort Knox, KY. 40121	Commander MP Co, USAG Fort Irwin, CA. 92310

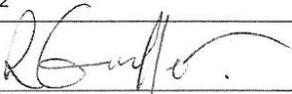
APPENDIX E

SF 182

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one)	
					<input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION						
Please read instructions on page 8 before completing this form.						
1. Applicant's Name (Last, First, Middle Initial) Lopez, Michael R.		2. Social Security Number/Federal Employee Number 123-45-6879		3. Date of Birth (yyyy-mm-dd) 1990-12-25		
4. Home Address (Number, Street, City, State, ZIP Code) (Optional) 1313 Mokingbird Lane Fort Irwin, CA. 90201		5. Home Telephone (Optional) (Include Area Code) 760-867-5309		6. Position Level (Mark (X) one)		
				<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input checked="" type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive		
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) 916th SPT BDE 420 South Loop Road, Fort Irwin, CA. 90201		8. Office Telephone (Include Area Code and Extension) 760-555-5551		9. Work Email Address mikey.r.lo@us.army.mil		
10. Position Title Supervisor		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment Permanent		13. Education Level (click link to view codes or go to page 7) 11		14. Pay Plan GS	15. Series 301	16. Grade 12
						17. Step 4
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code) Army Logistics University 562 Quarters Rd, Bldg 12420 Fort Lee, VA. 23801				1b. Location of Training Site (if same, mark box) <input type="checkbox"/> Arlington, VA.		
		1c. Vendor Telephone Number		1d. Vendor Email Address		
2a. Course Title Manpower and Force Management Course		2b. Course Number Code 7C-F49/500-ASIA3	3. Training Start Date (Enter Date as yyyy-mm-dd) 2011-09-05		4. Training End Date (Enter Date as yyyy-mm-dd) 2011-09-16	
5. Training Duty Hours 80		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9) 02	8. Training Type Code (Click link to view codes or go to page 9) 08	
9. Training Sub Type Code (Click link to view codes or go to page 9)		10. Training Delivery Type Code (Click link to view codes or go to page 12)	11. Training Designation Type Code (Click link to view codes or go to page 13)	12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)	
14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13)
18. Training Objective				19. AGENCY USE ONLY		
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item		Amount	Appropriation Fund	Item		Amount
a. Tuition and Fees		\$		a. Travel		\$
b. Books & Material Costs		\$		b. Per Diem		\$
c. TOTAL		\$		c. TOTAL		\$
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. 8 - Digit Station Symbol (Example - 12-34-5678)						

APPENDIX E (Continued)

SF 182

Section D - APPROVALS	
1a. Immediate Supervisor - Name and title Ross Gheller - G14 Deputy Director	
1b. Area Code / Telephone Number 760-555-5552	1c. Email Address ross.b.gheller@us.army.mil
1d. Signature 	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - Name and title	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - Name and title Jill Godzilla - G14 Director	
1b. Area Code / Telephone Number 760-555-5550	1c. Email Address jill.k.godzilla@us.army.mil
1d. Signature  <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	1e. Date
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY → Bills should be sent to office indicated in item C6. 1 Please refer to number given in item C4 to assure prompt payment.	

APPENDIX E (Continued)

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4. I understand that any amount of money which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
5. I FURTHER AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated Service: 12 Months

Employee's Signature: 

Date: 01 OCT 11

APPENDIX F

DA Form 3838

APPLICATION FOR SHORT COURSE TRAINING					DATE	
For use of this form, see AR 351-3; the proponent agency is the Office of The Surgeon General					20100308	
PRIVACY ACT STATEMENT						
<p>1. AUTHORITY: 10 USC Section 3013, Secretary of the Army; AR 351-3, Professional Education and Training Programs of the Army Medical Department; and E. O. 9397 (SSN).</p> <p>2. PRINCIPAL PURPOSE(S): To obtain data needed to determine eligibility for enrollment, process applications, maintain student records, and to perform all other administrative functions inherent in student administration.</p> <p>3. ROUTINE USES: None. The "Blanket Routine Uses" set forth at the beginning of the Army's Complanations of System of Records Notices apply to this system.</p> <p>4. MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the applicant not being able to participate in the program.</p>						
TO: MCCS/HE Attn: Ms. Paula Boykin Bldg. 4011 Fort Sam Houston, TX 78234			FROM: Commander, USA MEDDAC-WACH Bldg. 174, Fourth Street, Attn: SPC Doe, John Fort Irwin, CA. 92310			
I. GENERAL INFORMATION						
1. NAME (Individual Requesting Training) Doe, John D.		2. SSN 555-55-5555	3. RANK CPT	4. SECURITY CLEARANCE Secret	5. CORPS/ BRANCH MC	6. MOS/AOC 61H
7. UNIT AND STATION (Address and Zip Code) USA MEDDAC-WACH Bldg. 248A, Barstow Road Fort Irwin, CA. 92310		8. UIC W4FFAA	9. DUTY POSITION Family Physician		10. CATEGORY OF SERVICE <input checked="" type="checkbox"/> REGULAR ARMY <input type="checkbox"/> RESERVE	
11. OFFICE PHONE (Include area code and DSN) 760-555-5555		12. OFFICE FAX (Include area code) 760-555-5555	13. HOME PHONE (Include area code) 760-555-5555		14. APO E-MAIL ADDRESS john.doe@us.army.mil	
II. TRAINING INFORMATION						
15. TYPE OF FACILITY SPONSORING TRAINING (Check applicable box) <input type="checkbox"/> CIVILIAN INSTITUTION (non-Federal) <input type="checkbox"/> FEDERAL FACILITY <input checked="" type="checkbox"/> AMEDD <input checked="" type="checkbox"/> ARMY (Less AMEDD) <input type="checkbox"/> OTHER MILITARY (Air Force, Navy, etc.) <input type="checkbox"/> NON-MILITARY (PHS, VA, etc.)			16. DATES OF COURSE EXCLUDING TRAVEL TIME (Day, Month, Year) FROM: 2010-05-24 TO: 2010-06-08		17. PROFESSIONAL LICENSE (List any required for requested course) N/A	
18. NAME OF COURSE REQUESTED (Attach copy of course brochure) AMEDD Captains Career (MC) Pilot Course 6-8-C22(MC)		19. LOCATION OF COURSE (Include address and zip code) FT. Sam Houston, TX.		20. LIST COSTS AS APPLICABLE REGISTRATION _____ TUITION _____ OTHER _____		
21. COURSES TAKEN (Include courses in both federal facilities and civilian institutions that have been taken during the current year and prior fiscal year. Include source of funding, e.g., local, AC, OTSG, and AMEDD C&S Central Training Program. If none, so indicate)					22. DATE OF MOST RECENT CBRNE TRAINING 20061012	
23. SIGNATURE (Applicant)					24. DATE	
III. TRAINING APPROVAL						
25. LOCAL APPROVING AUTHORITY (Check appropriate box and add remarks if applicable) <input checked="" type="checkbox"/> I RECOMMEND APPROVAL <input type="checkbox"/> I DO NOT RECOMMEND APPROVAL HT/WT Statment HT: 65IN WT: 131 IAW AR 600-9 Officer meet HT/WT standards						
26. NAME, GRADE, BRANCH AND TITLE COL John D. Doe, MC, DCCS		27. SIGNATURE (Local Approving Authority)			28. DATE 20100318	

APENDIX G

HFL Form 888

<p style="text-align: center;">SCHOOL APPLICATION</p> <p style="text-align: center;">For use of this form see F.L. Reg. 350-2.0; the proponent agency is DPTMS</p> <p style="text-align: center;">PRIVACY ACT OF 1974</p>		<p>DATE 11 MAR 2010</p> <p>FROM 2/11th ACR</p> <p>POC SSG John Doe</p> <p>EMAIL john.doe@us.army.mil</p> <p>PHONE NUMBER (760) 555-5555</p>									
<p>THRU #1</p> <p>ISG</p> <p>HHT 2/11th ACR</p> <p>FT. Irwin, CA. 92310</p> <p>POC ISG Doe, John D.</p> <p>EMAIL john.doe@usarmy.mil</p> <p>PHONE (760) 555-5555</p>	<p>THRU #2</p> <p>Schools NCOIC</p> <p>2/11th ACR</p> <p>FT. Irwin, CA. 92310</p> <p>POC SSG Doe, John D.</p> <p>EMAIL john.doe@usarmy.mil</p> <p>PHONE (760) 555-5555</p>	<p>THRU #3</p> <p>CSM</p> <p>2/11th ACR</p> <p>FT. Irwin, CA. 92310</p> <p>POC CSM Doe, John D.</p> <p>EMAIL john.doe@usarmy.mil</p> <p>PHONE (760) 555-5555</p>									
<p>1. SCHOOL (NAME AND LOCATION)</p> <p>HENRY H. LIND NCO ACADEMY FT. LEWIS, WA. 98433</p>											
<p>3. COURSE TITLE (LIST ONLY ONE COURSE PER FORM)</p> <p>WARRIOR LEADER COURSE</p>											
<p>5. ALTERNATE DATES ACCEPTABLE</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>											
<p>6. SCHEDULE FOR FIRST AVAILABLE</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>											
<p>7. BEST ALTERNATE TIME FRAME</p> <p>FROM TO</p>											
<p>8. INDIVIDUAL IS NOT AVAILABLE</p> <p>FROM TO</p>											
<p>4. COURSE NUMBER</p> <p>10-09</p>											
<p>2. ALTERNATE LOCATION ACCEPTABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>											
<p>9. (a) CLASS (b) TIME FRAME (c) RANK (d) NAME (LAST, FIRST, MIDDLE) (e) SSN (f) BR MOS (g) MF (h) UNIT</p> <p>6-APR-10 10-APR-10 SPC Doe, John, D. 555-55-5555 91X M HHT 2/11th ACR</p>											
<p>10. REMARKS</p> <p>CATEGORY: 1 2 3 4</p> <p>AGE: 20</p> <p>PROFILE: Y/N</p> <p>FLAGGED: Y/N</p> <p>Has Soldier redeployed from a GWOT within the last 90 days: Y/N</p> <p>Is redeployment order or memo signed by BNCDR included in the enrollment packet Y/N</p>											
<p>11. I CERTIFY THIS TRAINING IS REQUIRED AND ALL NOMINEES MEET PREREQUISITES FOR THE COURSE</p> <table border="1"> <tr> <td>THRU # 2 (NAME, TITLE)</td> <td>THRU # 3 (NAME, TITLE)</td> <td>DATE SIGNED</td> </tr> <tr> <td>John D. Doe, SGT, HHT 2/11 OPS NCO</td> <td>John D. Doe, CSM, 2/11TH ACR</td> <td>DATE SIGNED</td> </tr> <tr> <td>SIGNATURE</td> <td>SIGNATURE</td> <td>DATE SIGNED</td> </tr> </table>			THRU # 2 (NAME, TITLE)	THRU # 3 (NAME, TITLE)	DATE SIGNED	John D. Doe, SGT, HHT 2/11 OPS NCO	John D. Doe, CSM, 2/11TH ACR	DATE SIGNED	SIGNATURE	SIGNATURE	DATE SIGNED
THRU # 2 (NAME, TITLE)	THRU # 3 (NAME, TITLE)	DATE SIGNED									
John D. Doe, SGT, HHT 2/11 OPS NCO	John D. Doe, CSM, 2/11TH ACR	DATE SIGNED									
SIGNATURE	SIGNATURE	DATE SIGNED									

FLWPE v1.00

EDITION 1 OCT 84 IS OBSOLETE

HFL FORM 888, APR 2007

APPENDIX I

AR 350-1 Paragraph 3-46

3–46. Warrior Leader Course

a. The Warrior Leader Course (WLC) is a branch-immaterial course that provides basic leadership training. The WLC provides Soldiers an opportunity to acquire the leader skills, knowledge, and experience needed to lead team level

size units. It is the foundation for further training and development.

b. Soldiers who qualify for WLC are placed on an OML by the unit commander as follows:

(1) First priority. Staff Sergeants promoted without WLC.

(2) Second priority. Sergeants that are non-WLC graduates.

(3) Third priority. SPC promotable (P). These Soldiers are prioritized within this category as follows:

(*a*) SPC (P) who have met the cut-off score.

(*b*) SPC (P) in MOSs which would have had additional promotions if more promotable SPCs had been available and

identified as “STAR MOS” by monthly HRC Promotion Cut-Off Memorandum.

(*c*) SPC (P) in other MOS serving in an authorized NCO position based on the highest number of promotion points.

(*d*) All other SPC (P) on a recommended list based on the highest number of promotion points.

(4) Fourth priority. SPC in leadership positions. In order to fill all WLC training seats, non-promotable SPC with

demonstrated leadership potential may attend WLC only when all higher OML categories are exhausted.

(5) Fifth priority. PFC with leadership potential may attend WLC only when all higher OML categories are

exhausted.

c. The ACOMs, ASCCs, USARC and Chief, NGB commanders establish a quota management plan to support WLC

and ensure attendance of fully qualified Soldiers. In order to be consistent with established Army training priorities

installations will manage quotas to ensure that all Soldiers in a higher OML category attend WLC prior to Soldiers

with lower priority.

d. As NCOES transitions from BNCOC and ANCOC to ALC and SLC, content for WLC will include materials for success at both the team and squad levels and include relevant parts of the old BNCOC. Scope of tasks/competencies addressed in WLC will provide both the team and

squad-level perspective, where appropriate, and build upon experience gained in previous training and operational assignments.

APPENDIX J

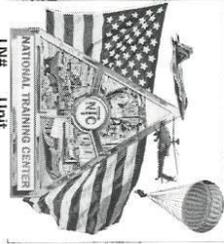
WLC OML

BDE	SQD/BN	TRP/CO	LAST NAME	FIRST NAME	SSN	GRADE	MOS	Remarks
11 ACR	2	HHT	Doe	John	?????????	SPC	11B	OV
916th SB	1916	699th	Doe	John	?????????	SPC(P)	92Y	RTA
OPS GRP	OPS GRP	Lizards	Doe	John	?????????	SGT	52D	AP
Garrison	Garrison	MP Co	Doe	John	?????????	SSG	19K	RTA
RC-OPT	RC-OPT	RC-OPT						
DENTAC	DENTAC	DENTAC						
MEDDAC	MEDDAC	MEDDAC						
904 CCBN	904 CCBN	904 CCBN						

Spreadsheet format:
Arial, 9, No formatted cells

Codes:

- AD Administrative (UCMJ, AWOL, etc)
- MD Medical (Pregnant, Profile, MEB, etc)
- AP APFT failure (Flagged)
- OV Overweight (Flagged)
- DE Deployed
- CE Currently Enrolled
- SC Scheduled Next Class
- RTA Ready to attend



National Training Center & Fort Irwin OML Scrub



LN#	Unit	Name	On OML as of:	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
1	916th (2HT)	SPC Doe, John					DE	AP	AP	AP	NR	NR	NR	NR	DE
2	916th (2HT)	SGT Doe, John					DE	RTA	OV	OV	OV	OV	NR	NR	DE
3	916th (2HT)	SGT Doe, John	Mar 09	RTA	NR	NR	NR	MD	MD	MD	MD	MD	MD	AD	MD
4	916th (2HT)	SPC Doe, John					MD	RTA	RTA	RTA	CE	NR	NR	NR	DE
5	916th (2HT)	SGT Doe, John	Feb 09	RTA	NR	DE	DE	NR	DE						
6	916th (2HT)	SPC Doe, John						MD							
7	916th (2HT)	SPC Doe, John						AP	AP	DE	SC	NR	NR	NR	DE
8	916th (2HT)	SPC Doe, John	Feb 09	AD	NR	DE	DE	NR	DE						
9	916th (557th)	SGT Doe, John	Mar 09	AD	NR	DE									
10	916th (699th)	SGT Doe, John					DE	DE	RTA	RTA	OV	OV	NR	AD	OV
11	916th (699th)	SPC Doe, John					DE	MD	MD	MD	MD	NR	NR	NR	PCS
12	916th (699th)	SGT Doe, John					DE	DE	DE	DE	NR	AD	NR	NR	OV
13	916th (699th)	SPC Doe, John					DE	DE	RTA	RTA	RTA	AD	NR	AD	AD
14	916th (699th)	SPC Doe, John					DE	DE	RTA	RTA	MD	MD	NR	MD	MD
15	916th (699th)	SPC Doe, John					MD								
16	916th (699th)	SPC Doe, John					DE	DE	MD	RTA	RTA	OV	NR	AD	AD
17	916th (699th)	SPC Doe, John					DE	DE	RTA	RTA	NR	NR	NR	OV	OV
18	916th (699th)	SGT Doe, John					DE	DE	RTA	RTA	AD	MD	NR	OV	OV
19	916th (699th)	SGT Doe, John					DE	MD	MD	MD	MD	MD	NR	MD	MD
20	916th (699th)	SPC Doe, John					DE	DE	RTA	RTA	MD	AD	NR	NR	MD
21	916th (699th)	SGT Doe, John						RTA	RTA	RTA	RTA	AD	NR	AD	RTA
22	916th (HHC, CSSB)	SPC Doe, John					RTA	MD	MD	RTA	MD	MD	NR	MD	MD
23	916th (HHC, CSSB)	SPC Doe, John					MD	MD	RTA	MD	MD	MD	NR	AD	MD
24	916th (HHC, CSSB)	SGT Doe, John	Mar 09		OV		AD	AD	OV	OV	OV	OV	OV	OV	AD
25	916th (AVCO, GSAB)	SPC Doe, John					AD	AD	AD	AD	AD	AD	NR	AD	NR
26	916th (AVCO, GSAB)	SGT Doe, John					OV	RTA	RTA	RTA	RTA	RTA	NR	NR	NR
27	916th (AVCO, GSAB)	SPC Doe, John					AD	AD	AD	AD	AD	NR	NR	NR	NR
28	916th (AVCO, GSAB)	SPC Doe, John					AP	RTA	RTA	RTA	RTA	RTA	NR	MD	NR
29	916th (AVCO, GSAB)	SPC Doe, John					RTA	RTA	RTA	OV	RTA	RTA	NR	CE	NR
30	916th (HHC Proper)	SPC Doe, John					RTA	MD	MD	MD	MD	MD	NR	NR	MD

OV = Overweight AP = APFT failure MD = Medical AD = Administrative
 RTA = Ready to attend NR = Not reported SC = Scheduled DE = Deployed

APPENDIX L

WLC, ALC, & SLC Report



NCOES



2-6 Nov 09

	WLC	ALC	SLC
916th	2	3	0
11 ACR	8	5	4
OPS GROUP	1	1	1
MEDDAC	0	0	0
DENTAC	0	0	0
Garrison	0	1	0
RC OPT	0	0	0
NTC Totals	11	9	7

YOUR UNIT

Attendance & Submission Tracker

Course	Attendance										Submissions			
	Seats Filled	Changes		Show	Alt Show		Drop	Grad	Due Date	# Turned in on Due Date	Date all Packets In	# Days Late (14 Max)		
		Out	In		Show	No Show								
Sniper (Benning) 27 Mar – 30 Apr	10	12	2	2	12	0	0	0	3	7	12 Mar	12/10	12 Mar	0
WLC (Bliss) 26 Apr – 21 May	20	19	1	1	19	0	1	0	0	Pos 19	12 Apr	0/20	15 Apr	3
WLC (Lewis) 27 Apr – 19 May	60	60	3	3	60	0	0	2	2	Pos 58	12 Apr	4/60	15 Apr	3
CombativesL3 (MTT@FICA) 26 Apr – 21 May	36	45	1	1	45	9	0	8	8	Pos 36	29 Mar	5/34	7 Apr	9
ARMOR Course (MTT FICA) 3-7 May	30										19 Apr			
EOL Course (FICA) 3 – 7 May	20										19 Apr			
SOC Course 10 – 21 May	16										26 Apr			
TIO (MTT@FICA) 10 – 21 May	16										N/A			
Iraq Language (MTT@FICA) 23 May – 14 Jun	30										26 Apr			
WLC (Bliss) 23 May – 14 Jun	20										7 May			
COR (VTT@FICA) 1 – 4 Jun	16										27 Apr			

APPENDIX N

WLC Packets (FBTX & FLWA)

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST (FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, TASSD)		
Please print or type.		
1. NAME: JOHN D. DOE		
2. UNIT: HHT 2/11TH ACR		3. DOR: 1 JAN 09
4. COURSE TITLE: WLC		5. REPORT DATE: 12 AUG 10
First line leader's initials	Soldier's initials	PART I - UNIT PRE-EXECUTION (D-90 to D-1)
JD	JD	Coordination between customer unit and TASS unit to identify the Soldier by name?
JD	JD	Soldier in receipt of school/course information?
JD	JD	Read ahead packets/prerequisite testing complete? (If applicable.)
JD	JD	All required clothing/equipment IAW school/course information packet?
JD	JD	Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
JD	JD	Soldier meets standards of AR 600-9?
JD	JD	Transportation requirements completed?
JD	JD	Adequate cash/traveler checks/Government Credit Card?
JD	JD	Individual orders received?
JA	JD	Individual has current periodic physical (within 5 years)?
JD	JD	Individual meets remaining TIS requirements?
JD	JD	School mailing address/telephone numbers received? (For family.)
JD	JD	Ten (10) copies of orders?
JD	JD	Transportation verified/approved (ticket picked up)?
JD	JD	Current/valid identification card?
JD	JD	ID tags (1 pair)?
JD	N/A	If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
JD	JD	Notify soldier of requirement to take APFT and be weighed, as required?
Unit POC List:		
CDR: B: (760) 555-5555 H: (760) 555-5555		
1SG: B: (760) 555-5555 H: (760) 555-5555		
FTM: B: (760) 555-5555 H: (760) 555-5555		
Unit POC FAX: (760) 555-5555		
Unit POC E-mail: john.doe@conus.army.mil		

APPENDIX N (Continued)

WLC Packets (FBTX & FLWA)

PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	115	112	115	120	117	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
						117	115	115	114	112		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for P/T profiles	P	U	L	H	E	S	P	U	L	H	E	S
							1	1	1	1	1	1
Prerequisite phase/course attendance (if applicable):	School code					Course completed						
	Date of completion					Phase completed						
Military and civilian vehicle operator license(s) (if applicable):												
Military license number:					Expiration date:							
Civilian license number:					Expiration date:			State:				
PART III - REQUIRED DOCUMENTS												
Security clearance (if applicable, attach as required)												
*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsmen must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).												
All required waivers (if applicable)												
Other requirements (if applicable)												
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.												
Student's Signature: <i>John Doe</i>							Date: <i>12 AUG 10</i>					
I have reviewed the above soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.												
Commanding Officer (typed name): john.doe@us.army.mil							Date: <i>12 AUG 10</i>					
Signature: <i>John Doe</i>												

APPENDIX N (Continued)

WLC Packets (FBTX)

TEST ONE				TEST TWO				TEST THREE				TEST FOUR					
DATE	GRADE	AGE	HEIGHT (IN)	GRADE	AGE	HEIGHT (IN)	GRADE	AGE	HEIGHT (IN)	GRADE	AGE	HEIGHT (IN)	GRADE	AGE	HEIGHT (IN)		
20100727	E-5	25															
	HEIGHT (IN)	WEIGHT:	BODY COMPOSITION	HEIGHT (IN)	WEIGHT:	BODY COMPOSITION	HEIGHT (IN)	WEIGHT:	BODY COMPOSITION	HEIGHT (IN)	WEIGHT:	BODY COMPOSITION	HEIGHT (IN)	WEIGHT:	BODY COMPOSITION		
	74	215 lbs	GO / NO-GO														
	<input checked="" type="checkbox"/>																
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
100	<i>g.g</i>	100															
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
100	<i>g.g</i>	100															
ZMR RAW SCORE	INITIALS	POINTS	ZMR RAW SCORE	INITIALS	POINTS	ZMR RAW SCORE	INITIALS	POINTS	ZMR RAW SCORE	INITIALS	POINTS	ZMR RAW SCORE	INITIALS	POINTS	ZMR RAW SCORE	INITIALS	POINTS
09:45	<i>g.g</i>	100															
ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS
EVENT			EVENT			EVENT			EVENT			EVENT			EVENT		
TIME			TIME			TIME			TIME			TIME			TIME		
GO <input type="checkbox"/>	NO-GO <input type="checkbox"/>	300	GO <input type="checkbox"/>	NO-GO <input type="checkbox"/>		GO <input type="checkbox"/>	NO-GO <input type="checkbox"/>		GO <input type="checkbox"/>	NO-GO <input type="checkbox"/>		GO <input type="checkbox"/>	NO-GO <input type="checkbox"/>		GO <input type="checkbox"/>	NO-GO <input type="checkbox"/>	
NCIC/OIC SIGNATURE			NCIC/OIC SIGNATURE			NCIC/OIC SIGNATURE			NCIC/OIC SIGNATURE			NCIC/OIC SIGNATURE			NCIC/OIC SIGNATURE		
COMMENTS RECORD			COMMENTS			COMMENTS			COMMENTS			COMMENTS					
SPECIAL INSTRUCTION: USE INK																	
LEGEND: PU - PUSH UPS			2MR - 2 MILE RUN														
SU - SIT UPS			APFT - ARMY PHYSICAL FITNESS TEST														

DA FORM 705, NOV 2009

PREVIOUS EDITIONS ARE OBSOLETE.

APD PE W1 01ES

APPENDIX N (Continued)

WLC Packets (FBTX)

	Description	REQ	M	UN	F
1	Bag, Duffel	1	1	AV	EC
2	Bag, Barracks	2	2		
3	Bag, Waterproof	2	2		
4	Sleeping Bag or Gortex Sleeping Bag (4 parts)	1	1		
5	Band, Helmet, Camouflage Cover, ACU	1	1		
6	Cover, Helmet Camouflage, ACU	1	1		
7	Helmet, Kevlar, ACH	1	1		
8	Belt, Individual Equipment, (Note 10)	1	1		
9	Case, Field First Aid w/ dressing or IFAK	1	1		
10	Canteen, Water	2	2		
11	Cover, Canteen Water	2	2		
12	Cup, Canteen	1	1		
13	Case, Small Arms Ammunition, (Note 10)	2	2		
14	Suspenders, LCE or LBV, OR RIFLEMANS VEST	1	1		
15	Body Armor (Flak Vest), OR IBA, COMPLETE	1	1		
16	Rucksack w/frame, OR MOLLE	1	1		
17	Entrenching Tool	1	1		
18	Carrier, Entrenching Tool	1	1		
19	Flashlight L shape, w/batteries & blue lens	1	1		
20	Parka Wet Weather	1	1		
21	Trouser Wet Weather	1	1		
22	Overshoes, Rubber	1 PR	1		
23	Poncho	1	1		
24	Mask, Chemical Protective complete	1	1		
25	Cap, Patrol, ACU	1	1		
26	Beret, Black w/Flash and DUI	2	2		
27	*Cap, Cold Weather or Baklava	1	1		
28	Belt, Trousers, TAN Rigger Belt	1	1		
29	Army Combat Boots (Tan)	2 PR	2		
30	Socks, Cushion Sole, (Black or Green) OG 508	7 PR	7		
31	*Coat, Cold Weather Camouflage (Note 12)	1	1		
32	*Liner, Coat, Cold Weather (optional)	1	1		
33	Gloves, Leather Black Shell	1 PR	1		
34	Inserts, Glove, Wool Og208	2 PR	2		
35	Undershirt, Cotton ACU tan	7	7		
36	*Drawers, Cold Weather OR NINJA SUIT	2	2		
37	*Undershirt, Cold Weather OR NINJA SUIT	2	2		
39	IPFU Top	1	1		
40	IPFU Pants	1	1		
41	IPFU Trunks	2	2		
42	IPFU Shirt, Short Sleeve	2	2		
43	IPFU Shirt, Long Sleeve	1	1		
44	*PT Cap, Green (Note 11)	1	1		
45	Shoes, Running SERVICABLE	1 PR	1		
46	Socks, Athletic (White) Crew or Calf Length	5 PR	5		
47	Mattress, Pad / Sleeping Mat	1	1		
48	Magazine, 30 rd., M16A2	7	7		
49	Kit, Cleaning M16 complete w/CLP	1	1		
50	Kit, Personal Hygiene w/Articles (Note 2)	1	1		
51	Washcloth, Brown	4	4		
52	Towel, Bath, Brown	4	4		
53	Shoes, Shower	1 PR	1		
54	Lock, Key Or Combination (Civilian Type Only)	3 EA	3		
55	Drawers, Brown	7	7		
56	ID CARD, CURRENT, WITH VALID PIN #	1	1		
57	Protractor, GTA 5-2-12, 1981 Coord. Scale	2	2		
58	Compass-Lensatic-MILITARY ISSUE ONLY	1	1		
59	Wrist Watch	1	1		
60	Eye Glasses and Inserts, Military issue (If applicable) one set can be civilian	2 PR	2		

	Description	REQ	M	UN	F
61	Ear Plugs, W/ Case	1 PR	1		
62	Camo Stick (Light Green/Loam) or Pack	1	1		
63	STP-21-1-SMCT (DEC 2007)	1	1		
64	Alarm Clock	1	1		
65	Laundry Detergent (liquid or powder)	1	1		
66	Sunblock/Sunscreen	1	1		
67	Blank Adapter, M16A2 (Red)	1	1		
68	Notebook, 8-1/2"x11"	1	1		
69	Pencil, Mechanical (.5mm)	2	2		
70	Ruler	1	1		
71	Hangers (White, Metal or Plastic)	15	15		
72	Jacket, ACU (Note 1) 2 SETS OF PATCHES	4	4		
73	Trousers, ACU (Note 1)	4	4		
74	Camelback (Note 3)	1	1		
75	Civilian Clothing	1 Set	1		
76	Aprx \$50 for expenses during course (Note 4)	1	1		
77	Whistle	1	1		
79	EYE PROTECTION (Note 7)	1pr	1		
80	Elbow Pads	1 Set	1		
81	Knee Pads	1 Set	1		
82	Assault Pack/Back Pack	1	1		
The Following Is Mandatory Clothing For Female Soldiers:					
1	Brassieres, Plain White Or Neutral	4			
2	Panties, Cotton, Plain White Or Neutral	7			

First line supervisors will sign below to provide they have inspected their Soldiers equipment prior to in-processing into the course.

Student:
 Print Name Anthony Vance
 Signature/Date 13 APR 10

Supervisor:
 Print Name Char, Eric
 Signature/Date Eric Char 13 April 10

KEVLAR/ACH HELMET MUST HAVE SEWN ON RANK AND CAMOUFLAGE BAND WILL HAVE SOLDIERS' LAST NAME SEWN CENTERED ON THE FRONT OF THE HELMET.

* = ITEMS NEEDED FOR WINTER MONTHS ONLY (OCT - APR)

APPENDIX N (Continued)

WLC Packets (FLWA)

<p style="text-align: center;">SCHOOL APPLICATION</p> <p style="text-align: center;">For use of this form see F.L. Reg. 350-2.0; the proponent agency is DPTMS</p> <p style="text-align: center;">PRIVACY ACT OF 1974</p>		DATE
<p>AUTHORITY: 10 U.S.C., Section 3013. PRINCIPAL PURPOSE(S): The Social Security Number is necessary for proper identification of applicant. ROUTINE USES: None. DISCLOSURE: Disclosure of information is voluntary. However, failure to provide the Social Security Number may result in an invalid application which will not be processed.</p>		11 MAR 2010
<p>THRU #1 ISG HHT 2/11th ACR FT. Irwin, CA. 92310</p> <p>POC: ISG Doe, John D. EMAIL: john.doe@usarmy.mil PHONE: (760) 555-5555</p>		<p>FROM: 2/11th ACR POC: SSG John Doe EMAIL: john.doe@usarmy.mil PHONE NUMBER: (760) 555-5555</p>
<p>THRU #2 Schools NCOIC 2/11th ACR FT. Irwin, CA. 92310</p> <p>POC: SSG Doe, John D. EMAIL: john.doe@usarmy.mil PHONE: (760) 555-5555</p>		TO
<p>THRU #3 CSM 2/11th ACR FT. Irwin, CA. 92310</p> <p>POC: CSM Doe, John D. EMAIL: john.doe@usarmy.mil PHONE: (760) 555-5555</p>		<p>COMMANDER 1 CORPS AND FORT LEWIS ATTN: IMNWLEW-PL-TC, M/S 16 BOX 339500 Fort Lewis, WA 98433-9500</p>
<p>1. SCHOOL (NAME AND LOCATION) HENRY H. LIND NCO ACADEMY FT. LEWIS, WA. 98433</p>		<p>2. ALTERNATE LOCATION ACCEPTABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. COURSE TITLE (LIST ONLY ONE COURSE PER FORM) WARRIOR LEADER COURSE</p>		<p>4. COURSE NUMBER 10-09</p>
<p>5. ALTERNATE DATES ACCEPTABLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>		<p>8. INDIVIDUAL IS NOT AVAILABLE FROM: TO:</p>
<p>6. SCHEDULE FOR FIRST AVAILABLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>		<p>(f) BR MOS: 91X (g) MF: M (h) UNIT: HHT 2/11th ACR</p>
<p>9. (a) CLASS: 6-APR-10 (b) TIME FRAME: 10-APR-10 (c) RANK: SPC (d) NAME (LAST, FIRST, MIDDLE): Doe, John, D. (e) SSN: 555-55-5555</p>		
<p>10. REMARKS CATEGORY: 1 2 3 4 AGE: 20 PROFILE: Y/N FLAGGED: Y/N Has Soldier redeployed from a GWOT within the last 90 days: Y/N Is redeployment order or memo signed by BNCDR included in the enrollment packet: Y/N</p>		<p>11. I CERTIFY THIS TRAINING IS REQUIRED AND ALL NOMINEES MEET PREREQUISITES FOR THE COURSE</p> <p>THRU # 2 (NAME, TITLE) John D. Doe, SSG, 2/11TH ACR SCHOOL NCOIC SIGNATURE: DATE SIGNED</p> <p>THRU # 1 (NAME, TITLE) John D. Doe, SGT, HHT 2/11 OPS NCO SIGNATURE: DATE SIGNED</p> <p>THRU # 3 (NAME, TITLE) John D. Doe, 1SG, HHT 2/11TH ACR SIGNATURE: DATE SIGNED</p>

FLWPE v1.00

EDITION 1 OCT 84 IS OBSOLETE

HFL FORM 888, APR 2007

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