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OPERATION ORDER #6789-17 (VTC), BATTLE STAFF NCO COURSE, USASMA

COPY \_\_\_\_\_ OF \_\_\_\_\_ COPIES  
BATTLE STAFF NCO COURSE, USASMA  
FT BLISS, TEXAS, USA  
071700TDEC2016

OPERATION ORDER#6789-17 Video-Tele Conference (VTC)

**References:** Battle Staff NCO Course FY 2017 Class Schedule, Course Management Plan (CMP) and Program of Instruction (POI).

**Time Zone Used Throughout Order:** Mountain Standard (T)

**Task Organization:**

Class 06-17

Fort Benning  
Fort Bragg  
Fort Lewis

Class 07-17

Fort Carson  
Fort Drum  
Fort Polk  
Fort Riley

Class 08-17

Fort Hood  
Fort Knox

Class 09-17

Fort Campbell  
Fort Jackson  
Germany

**1. SITUATION.** The USASMA conducts Battle Staff NCO Course, delivery via Video Tele-Conference (VTC) to scheduled training sites In Accordance With (IAW) Army Training Requirements and Resources System (ATRRS). Sites / Installations receiving such training are required to provide specified training resources in order to (IOT) meet all requirements in approved course materials (incl. Course Management Plan (CMP) and Program of Instruction (POI)).

**2. MISSION.** The Battle Staff NCO Course conducts a class via Video Tele Conference Classes 06/07/08/09-17, reporting on 9 January 2017, in-processing (Day 1) on 10 January 2017 and graduating (Day 22) on 09 February 2017.

**3. EXECUTION.**

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- a. Commandants Intent. The USASMA will provide technical and tactical training that is relevant to missions, duties, and responsibilities assigned to staff members in battalion and higher units.
  - (1) Key tasks.
    - (a) Train students to perform duties and responsibilities assigned to staff members in battalion and higher units.
  - (2) End state.
    - (a) Produce graduates that are qualified to perform missions, duties, and responsibilities assigned to staff members in battalion and higher units.
- b. Concept of Operations. This operation will take place in three phases.
  - (1) Phase I: Planning and coordination. Begins upon publication of this order, includes all planning and coordination requirements and ends **040800TJAN2017**.
  - (2) Phase II: Lock Students into ATRRS. Begins no later than 30 days from class execution.
  - (3) Phase III: Execution of the Video Tele-Conference Phase II. This event begins on **100800TJAN2017**.
- c. Tasks to maneuver units. ALL Sites (Classes 06/07/08/09-17) must accomplish the following in order to participate in the scheduled training.
  - (1) Commanders or directors of Sites / Installations scheduled to receive on-site VTC course instruction, IAW applicable MOU, will:
    - (a) Adhere to directed minimum and maximum student classroom sizes. Have the minimum prescribed Student load reserved in ATRRS by the 30 day out from execution IAW TRADOC Policy.
    - (b) Provide adequate VTC classroom facilities (incl. phone line and fax) to support the training of enrolled Soldiers.
    - (c) Ensure appropriate scheduling and adequate technical personnel support of on-site VTC facilities.
    - (d) Ensure students are provided current course reference materials and on-site training resources.
    - (e) Designate appropriately qualified personnel for train-up and duties as AIs in support of the conduct of on-site instruction and administrative coordination.

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- (f) Ensure student attendance at all scheduled training.
- (2) **Provide two (2) Assistant Instructors per classroom being taught, must be E7/SFC or above, NO EXCEPTION.**
  - (a) The following are duties, responsibilities, and qualifications of VTC assistant instructors:
    - I. Possess the rank of Sergeant First Class, Master Sergeant or Sergeant Major.
    - II. ASI 2S.
    - III. Stay with the class throughout the duration of classroom instructions.
    - IV. Observe all practical exercises (PE) and ensure students interaction.
    - V. Proctor and Administer examinations to BSNCOG students.
    - VI. Evaluate BSNCOG student's military briefings.
    - VII. Operate T-NET equipment or have system administrator available.
    - VIII. Facilitate group discussions by utilizing noncommissioned officer experience.
    - IX. Counsel students that pass/fail written and performance assessments.
    - X. Counsel all students which includes Initial, SHARP, End of Course and after each exam.
    - XI. Participate in Assistant Instructor train-up prior to course start.
  - (3) Ensure selected students comply with and meet all course prerequisites (**See Student Eligibility and Course Prerequisites in ATRRS**).
  - (4) Ensure required training resources are available for presenting the training as scheduled (or available when required by the student taking distance learning).
  - (5) Provide (1) One Case of Xerox Copier Paper.
  - (6) Must be capable of printing assessment in **color**.
- d. Tasks to combat support units. All Students requiring Exceptions to Policy / Waivers must be submitted to the VTC Senior Instructor for the Course Director's approval. VTC Sites/Installations need to ensure this is complete **14 days prior to course execution**; Otherwise Sites/Installations will be Non-conducted for failure to comply with Course Prerequisites.

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- e. Coordinating Instructions. This OPORD is effective immediately. **The Battle Staff Course at Fort Bliss has converted to GVS to comply with Army and TRADOC directives. It is important and highly encouraged that each distant site has the capability to transmit and receive to avoid unforeseen connectivity issues during this iteration of training.** All sites scheduled to participate will contact MSG Hannon at (915) 744-8516, DSN 621, Lawanda.hannon.mil@mail.mil or Mr. Hartford at (915) 744-2214, DSN: 621, james.a.hartford.civ@mail.mil to provide the Distant Learning Facility, the classroom you will be using and information needed to connect to the conference.
- (1) Assistant Instructor (AI) Training will be conducted: **04 – 06 January 2017.**
  - (2) Provide the names and point of contact information for all AIs **NLT 03 January 2017.**
  - (3) Each site will have both designated Noncommissioned Officers attend this training. This will ensure each site has a trained AI present for all instructions. Civilian employees serving as AIs need to provide a copy of their job description to the Battle Staff Course, USASMA. **If a site doesn't have trained AIs present, the site will be cancelled.**
  - (4) Report Day (Local Accountability): **09 January 2017.**
  - (5) Course Training Start and End Dates: **09 January 2017 to 9 February 2017.**
  - (6) Weigh In date: **10 January 2017.**
    - (a) Uniform is IPFU.
    - (b) All students are expected to meet height and weight standards in accordance with AR 600-9 in order to be enrolled into the course.
      - I. All students will weigh-in during in-processing.
      - II. If a student exceeds the screening table weight, the NCOA will administer the tape.
      - III. **Second weigh-in and tape for those who did not pass the first time will be on 20 January 2017.**
      - IV. **NCOAs will not deny enrollment to Soldiers failing to meet prerequisites. (Ref: AR 600-9) and those who have profiles that exempts them from weighing in.**
  - (7) Examinations. See attached Training Schedule.
  - (8) Digital Training. See attached Training Schedule.

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(9) Staff Exercise. See attached Training Schedule.

(10) Graduation: Uniform for the ceremony is the Army Combat Uniform (ACU/OCP/UCP). This includes anyone participating in the ceremony (i.e. students, all AIs, and personnel presenting diplomas). **09 February 2017.**

(a) Ensure graduating personnel are assembled for the ceremony IAW dates and times specified by your location. The following times are guidelines from BSNCOG USASMA.

I.	Rehearsal	0800-0845
II.	Students seated	0845
III.	Ceremony begins	0900
IV.	Estimated completion time of ceremony	1000

(b) Sequence of events.

I.	Official Party Seated, Ceremony Starts	0850
II.	The National Anthem*	
III.	Invocation*	
IV.	Remarks: TBD	
V.	Presentation of Diplomas	
VI.	Order of Presentation: TBD	
VII.	The Army Song*	
VIII.	Conclusion*	

\*All Please Stand

(c) Responsibilities.

I. USASMA will provide:

- a) Graduation diplomas for each student. Diplomas will be mailed out by the instructor from USASMA to each site Point of Contact.
- b) Guest Speaker and Assistant Instructor Certificates of Appreciation
- c) Provide an example Graduation Program.

II. Training site will provide the following:

- a) Provide the VTC Senior Instructor with the Rank, Full Name and Position (Div. and higher) of all VIPs in attendance for the ceremony NLT **8 February 2017.**

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- b) Arrange the seating of students in the order below (Graduation Roster).
- c) Coordinate for a guest speaker for graduation to present diplomas to students. Provide the VTC Senior Instructor the rank and full name of individual NLT **Day 10, Tuesday 24 January 2017**.
- d) Coordinate for a Chaplain to offer Invocation.
- e) Pre-brief students on the sequence of events for the graduation ceremony.
- f) Provide one person to preside over the graduation as the narrator.
- g) Coordinate for the reproduction of the graduation program.

**3. SUSTAINMENT.**

- a. Concept of Support. The Battle Staff NCO Course located at the United States Army Sergeants Major Academy, Fort Bliss, Texas will provide timely instruction. All students need to have a computer at their desk for Command Post of the Future (CPOF) Training.
- b. Material and Services. The Maps listed are required for the STAFFEX on Day 21, **08 February 2017**, of the Battle Staff NCO Course.

- (1) NSN 7641014103469, Scale 1:50,000**
- (2) NSN 7641014103478, Scale 1:50,000**
- (3) NSN 7641014101734, Scale 1:50,000**
- (4) NSN 7641014096557, Scale 1:50,000**

**5. COMMAND AND CONTROL.**

- a. Command. Assistant Instructors per CMP/POI, will ensure personnel accountability is provided to the Primary Instructor NLT 30 minutes after the start of each training day – no exceptions.
- b. Control. The primary means of communication will be via Video Tele-Conference.

(1) Instructors may be reached at the following numbers:

- (a) VTC Senior Instructor: MSG Hannon at (915) 744-8516, DSN: 621, for all issues concerning the Primary Instructor or for additional clarification on information disseminated by the Primary Instructor
- (b) Instructors: (915) 744-8010/8022, DSN: 621.
- (c) Facsimile Number: (915) 744-8666/8136, DSN: 621.

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ACKNOWLEDGE:

REED  
SGM

OFFICIAL:  
HANNON  
SENIOR INSTRUCTOR

DISTRIBUTION:

Installation POC Fort Benning  
Installation POC Fort Bragg  
Installation POC Fort Lewis  
Installation POC Fort Carson  
Installation POC Fort Drum  
Installation POC Fort Polk  
Installation POC Fort Riley  
Installation POC Germany  
Installation POC Fort Hood  
Installation POC Fort Knox  
Installation POC Fort (JBER) Richardson  
Installation POC Fort Campbell  
Installation POC Fort Jackson  
Installation POC Fort Wainwright

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