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OPERATION ORDER# 22-16 (VTC), BATTLE STAFF NCO COURSE, USASMA

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BATTLE STAFF NCO COURSE, USASMA
FT BLISS, TEXAS, USA
121350MAY2016

OPERATION ORDER# 22-16 Video-Tele Conference (VTC)

References: Battle Staff NCO Course FY 2016 Class Schedule, Course Management Plan (CMP) and Program of Instruction (POI).

Time Zone Used Throughout Order: Mountain Standard (T)

Task Organization: (Class# 22-16) Fort Lewis, Fort Hood, Joint Base Elmendorf-Richardson, Fort Wainwright and Fort Stewart

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: (Class# 22-16) starting on 24 July 2016 and ending on 23 Aug 2016.

3. EXECUTION.

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.

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- (1) Phase I: Planning and coordination. Begins upon publication of this order, includes all planning and coordination requirements and ends **22 July 2016**.
- (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 **250800TJUL2016**.

c. **Tasks to maneuver units.** (Class# 22-16) 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 CMP and POI, will provide:
 - (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) 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.
 - (f) Ensure student attendance at all scheduled training.

(2) **Provide two (2) Assistant Instructors per classroom being taught, must be E7 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. ASI2S.
 - III. Stay with the class throughout the duration of classroom instructions.
 - IV. Observe all practical exercises (PE) and ensure students interaction.
 - V. Administer examinations to BSNCOG students.
 - VI. Evaluate BSNCOG student's military briefings.

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- VII. Operate T-NET equipment or have system administrator available.
- VIII. Facilitate group discussions by utilizing noncommissioned officer experience.
- IX. Counsel students that fail written and performance exams.
- 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 the Graphics & Overlays exam, IPB exam and the MDMP exam in **color** for each student.

d. **Tasks to combat support units.** All Students requiring Exceptions to Policy / Waivers must be submitted to the Course Director for approval.

(1) 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.

e. **Coordinating Instructions.** This OPORD is effective immediately. **The Battle Staff Course at Fort Bliss has converted to Internet Protocol (IP) to comply with Army and TRADOC directives. It is important and highly encouraged that each distant site has the capability to transmit and receive over IP to avoid foreseen connectivity issues during this iteration of training.** All sites scheduled to participate will contact SFC Banks at (915) 744-8516 michael.d.banks2.mil@mail.mil or Mr. Hartford at (915) 744-2214, DSN: 621, james.a.hartford.civ@mail.mil to provide the Distant Learning Facility # your classroom will be using and IP address upon receipt of this OPORD.

(1) Assistant Instructor (AI) Training will be conducted: **20 – 22 July 2016.**

(2) Provide the names and point of contact information for all AIs **NLT 27 June 2016.**

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- (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): **24 July 2016.**
- (5) Course Training Start and End Dates: **25 July 2016 to 23 Aug 2016.**
- (6) Weigh In date: **25 July 2016.**
 - (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 04 Aug 2016.**
 - 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.
- (9) Staff Exercise. See attached Training Schedule.
- (10) Graduation: Uniform for the ceremony is the Army Combat Uniform (ACU). This includes anyone participating in the ceremony (i.e. students, all AIs, and personnel presenting diplomas). **23 Aug 2016.**
 - (a) Ensure graduating personnel are assembled for the ceremony IAW dates and times specified.

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
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- 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) Coordinate for the printing of one copy of the graduation programs.

II. Training site will provide the following:

- a) Provide the VTC Senior Trainer at USASMA with the rank, full name and position (Div. and higher) of all VIPs in attendance for the ceremony NLT **12 Aug 2016**.
- 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. Inform the VTC Senior Trainer at USASMA of the rank and full name of individual NLT **04 Aug 2016**.
- 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.

4. 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.

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(1) The USASMA POC for Digital Training is SGM Stokes, Manuel at manuel.stokes.mil@mail.mil or (915) 744- 6336.

(a) 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 Graphic's and Overlay's portion of the Battle Staff NCO Course.

(1) Baghdad City Graphic Special, NSN 7643015160143, Scale 1:50,000

(2) Hunfeld, Ausgabe 6-DMG, Series M745, L5324, Scale 1:50,000

5. COMMAND AND CONTROL.

a. Command. Assistant Instructors per CMP/POI, will ensure personnel accountability is provided to the Instructor before 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 Trainer: SFC Banks @ (915) 744-8516/8022/8010

(b) Instructors: (915) 744-8010/8022.

(c) Facsimile Number: (915) 744-8666/8136.

ACKNOWLEDGE:

RICHARD L. TUCKER
SGM, USA

**OFFICIAL:
//s//BANKS
VTC MANAGER**

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DISTRIBUTION:

Installation, POC Fort Hood

Installation, POC Fort Lewis

Installation, POC JBER (Richardson)

Installation, POC Fort Wainwright

Installation, POC Fort Stewart

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