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OPERATION ORDER# 04-16, 05-16, & 06 -16 (VTT), BATTLE STAFF NCO COURSE, USASMA

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BATTLE STAFF NCO COURSE, USASMA
FT BLISS, TEXAS, USA
061345TOCT2015

OPERATION ORDER# 04-16, 05-16, & 06-16 (VTT)

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# 04-16, 05-16 and 06-16) Fort Knox, Fort Benning, Fort Bragg, Fort Stewart, Fort Drum, JB Richardson (JBER), Fort Wainwright, Fort Belvoir, Fort Riley, JB Lewis (JBLM), Fort Campbell, Fort Carson, and Fort Polk

1. **SITUATION.** The USASMA conducts Battle Staff NCO Course, delivery via Video Tele-Training (VTT) to scheduled training sites In Accordance With (IAW) 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-Training: (Classes# 04-16, 05-16, and 06-16) starting on 16 November 2015 and ending on 16 December 2015.

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.

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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 **13 November 2015.**
- (2) Phase II: Lock Students into ATRRS. Begins no later than 30 days from class execution. **ALL AI NAMES DUE TO USASMA BSNCO VTT MANAGER 30 DAYS PRIOR TO START DATE OF COURSE.**
- (3) Phase III: Execution of the Video Tele-Training Phase II. This event begins on **160800TNOV2015.**

c. **Tasks to maneuver units.** (Class# 04-16, 05-16 and 06-16) must accomplish the following in order to participate in the scheduled training. See attached VTT Checklist.

- (1) Commanders or directors of Sites / Installations scheduled to receive on-site VTT 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 (See Attachment).
 - (b) VTT classroom facilities must include technology: **phone line, computers, copying machine and fax capabilities at the physical location** to support the training of enrolled Soldiers.
 - (c) Ensure appropriate scheduling and adequate technical personnel support of on-site VTT 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 VTT assistant instructors:
 - I. Possess the rank of sergeant first class, master sergeant or sergeant major.

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- II. ASI2S. **Cannot be a recent graduate of the course within the last 6 months.**
- 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 BSNCO C students.
- VI. Evaluate BSNCO C 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 fail written and performance exams.
- X. Counsel all students which includes initial, SHARP, end of course and after each exam.
- XI. Participates in Assistant Instructor train-up prior to course start. **Missing train-up will disqualify the AI from his/her duties. Any exceptions or extenuating circumstances must be approved by the Course Director.**

(3) Ensure selected students comply with and meet all course prerequisites **(See Student Eligibility and Course Prerequisites listed in ATTRS).**

(4) Ensure required training resources are available for presenting the training as scheduled (or available when required by the student taking distance learning) See VTT Checklist.

(5) Provide (1) One Case of Xerox Copier Paper.

(6) **Must be capable of printing the Graphics & Overlays 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) **VTT Sites/Installations need to ensure the above task is completed 14 days prior to course execution; VTT Sites/Installations will be recorded as Non-conducted in ATTRS for failure to comply with Course Prerequisites.**

e. **Coordinating Instructions.** This OPORD is effective immediately. All sites scheduled to participate will contact the following POCs upon receipt:

- BSNCO C VTT Manager, MSG Thomas at (915) 744-8516/8010/8022 andrea.l.thomas4.mil@mail.mil for AI names and POCs and VTT Managers.

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- 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.
- (1) Assistant Instructor (AI) Training will be conducted: **12-13 November 2015.**
- (2) Provide the names and point of contact information for all AIs **NLT COB 16 October 2015. If deadline is not met, VTT Manager will provide the contact information for all non-compliant sites to the installation G3 SGM.**
- (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 does not have trained AIs present, the site will be cancelled.**
- (4) Report Day (Local Accountability): **15 November 2015**
- (5) Course Training Start and End Dates: **16 November 2015 to 16 December 2015. This course includes the recognition of a federal holiday, 26 November 2015.**
- (6) Weigh In dates: **16 November 2015. THIS DATE WILL NOT BE ALTERED WITHOUT COURSE DIRECTOR APPROVAL.**
 - (a) Uniform is APFU/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 25 November 2015. IAW AR 600-9, NCOAs will not deny enrollment or course attendance to any Soldiers failing to meet HT & WT standards on the initial screening. In the event the student fails the rescreen they will dismissed from the course. Those Soldiers who have permanent profiles that are exempt from weighing in, must provide medical documentation at the time of HT & WT screening.**
- (7) Examinations. See attached Training Schedule.

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(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) or the Multicam Uniform (OCP). This includes anyone participating in the ceremony (i.e. students, all AIs, and personnel presenting diplomas). **No graduation will take place until ALL DA 1059s have been completed and signed.** Graduation will commence on **Wednesday, 16 November 2015.**

(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
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:

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- a) Provide the VTT Senior Trainer at USASMA with the rank, full name and position (Div. and higher) of all VIPs in attendance for the ceremony NLT **07 December 2015**.
- 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 VTT Senior Trainer at USASMA of the rank and full name of individual NLT **30 November 2015**.
- 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.

(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 Map and sheets listed **are required** for the Staffex portion of the Battle Staff NCO Course.

JOG-A series 1:250,000 scale NJ 38-3, NJ 38-4, NJ 38-7, NJ 38-8, NJ 39-1, NJ 39-5, NK 38-8, NK 38-9, NK 38-11, NK 38-12, NK 39-7, NK-39-10, NK 39-11

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.

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b. Control. The primary means of communication will be via Video Tele-Conference.

(1) Battle Staff Non-commissioned Officer Course Director can be reached at: SGM Richard L. Tucker at richard.l.tucker24.mil@mail.mil or (915) 744-9194/DSN 621-9194.

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

(a) VTT Senior Trainer: MSG Thomas @ (915) 744-8516/8022/8010.

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

(c) Facsimile Number: (915) 744-9136/9666.

(d) In the event of disconnection contact the Network Control Center at (DSN) 826-4815/4816.

ACKNOWLEDGE:

//ORIGINAL SIGNED//
RICHARD L. TUCKER
SGM, USA
Director, BSNCO

OFFICIAL:
//s//THOMAS
VTT MANAGER

DISTRIBUTION:
Installation, POC Fort Knox
Installation, POC Fort Benning
Installation, POC Fort Bragg
Installation, POC Fort Stewart
Installation, POC Fort Drum
Installation, POC Fort Hood
Installation, POC JB Richardson

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Installation, POC Fort Wainwright

Installation, POC Fort Belvoir

Installation, POC Fort Riley

Installation, POC JB Lewis

Installation, POC Fort Campbell

Installation, POC Fort Carson

Installation, POC Fort Polk

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