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SENIOR ARMY COMMANDER
I CORPS, JBLM
BLDG 2025, Room 8
JBLM, WA 98433
07 JAN 14

OPERATION ORDER 131-14 (INDIVIDUAL TRAINING SECTION (ITS) COURSE ATTENDANCE)

This order has been directed by COL Hoff, G3 TREX.

This order has been reviewed and approved by COL Bernardoni, G3 CHOPS.

REFERENCES:

- a. I Corps Warning Order 101-14, Individual Training Section (ITS) Course Attendance, 18 DEC 13.

Time Zone Used Throughout the Order: Uniform (U)

1. SITUATION. The Directorate of Plans, Training, Mobilization, and Security (DPTMS) Individual Training Section (ITS) facilitates several courses for individuals and Soldiers on JBLM. ITS provides Installation level support for training military occupational skills (MOS) qualification, professional development, and mission critical functional skills, plans, coordinates, schedules, and oversees the Installation and Service Schools programs and the Digital Training Facility programs on JBLM. Space and resources for these courses are limited and poor attendance has a direct effect on unit mission readiness. ITS has developed tools to help reduce the number of "no-shows" (Schools Enrollment Process Outline) and cancelled classes due to low/no enrollments (6-4-3 Week Rosters). These tools are available on their website so unit leadership can be aware of course procedures, timelines, prerequisites, and up to date monthly utilization reports. See the following website for complete list of courses and dates and latest Master Calendar update (updated every Thursday) <http://www.lewis-mcchord.army.mil/DPTMS/training/tsb/its.htm>.

2. MISSION. JBLM units achieve a 100 percent attendance rate for ITS courses ensuring that JBLM's resources are used efficiently and effectively to improve their mission readiness.

3. EXECUTION.

a. **Commander's Intent.** Provide Soldiers and individuals stationed on JBLM and within the JBLM Area Support Responsibility (ASR) MOS qualification, professional development, and mission critical functional skills training.

b. **End State.** All Soldiers and individuals requiring training offered by ITS are enrolled, attend and complete training.

c. **Concept of Operations.** Each ITS course is a three (3) phased operation. Each course specific requirements are listed on the ITS web site <http://www.lewis-mcchord.army.mil/DPTMS/training/tsb/its.htm>.

(1) Phase I - Preparation. This phase begins two (2) months prior to class date. In this phase, ITS will be receiving and accepting student information and inputting the information into the applicable training system. Time and location will be determined. Coordination with I Corps and Instructor organizations, making sure the logistics and class instructors are prepared for execution. Any applicable materials are developed and mass produced to ensure that there is enough material to accommodate the upcoming class. The Course Manager's email sent to the student's official military address two(2) weeks prior to the start date will outline the following: location of class; start time; all required documentation; and equipment students are required to bring to class. NOTE: Schools NCOs can input a

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secondary/alternate email address in Block 10 Remarks section of Form HFL 888. This phase ends the day prior to class start date.

(2) Phase II - Setup. This phase begins prior to class start date/time. In this phase the classroom is prepared with materials readily available. Instructors will be prepared to execute the course. Logistical pieces will be ready for execution through the I Corps tasked unit and Soldiers will be prepared and rested for attendance. This phase ends on the morning of class.

(3) Phase III - Execution. This phase begins on the class date. Students will report to location and time previously identified in the Course Manager's email sent to their official military email address two (2) weeks prior to the start date. Students will arrive with all required documentation and equipment as outlined in that email. Certificates will be provided upon completion of the course when applicable.

d. Tasks to Units.

(1) HHB, 7ID, 593 ESC.

(a) Ensure that all Instructor Organization, Unit Commander, MSC Schools NCOs, Student Tasks are completed IAW the requirements in the coordinating instructions.

e. Tasks to Tenant Units.

(1) 1 ASOG, 2/75 RNG, 160 SOAR, 191 IN, 189 IN, 8 BDE ROTC.

(a) Ensure that all Instructor Organization, Unit Commander, BDE and Unit Schools NCOs, Student Tasks are completed IAW the requirements in the coordinating instructions.

f. Coordinating Instructions.

(1) All No Shows and Drops are reported by the instructors to ITS. ITS reports this information to all BDE Schools NCOs and the Training Division Chief who reports it up through G3 TREX to JBLM Senior Leadership. No Shows occur when a student has a reserved seat in ATRRS or is listed in the standby roster but fails to show up for roll call on day one (1). NOTE: Most No Shows occur because students do not review the email sent out two (2) weeks prior to class by the Course Manager and show up too late to be enrolled in the class by the instructor. Class enrollment is complete when students are present for roll call on day one. Drops occur when a student is enrolled in the class but fails to attend the required hours to complete the training.

(2) Instructor Organization Tasks.

(a) Each Instructor Organization informs ITS which dates they will be able to host the class within the timeframe that was requested by the BDE Schools NCO, BDE Ops SGM, and G3 TREX at the conclusion of the Subquota Matrix Process.

(b) Host training at various locations among the Individual Training Section training annexes.

(c) Plan and schedule the Instructor for maximum participation.

(d) Coordinate with DPTMS-ITS for roster changes and updates.

(e) Provide student materials for instructor training.

(f) Provide feedback to DPTMS-ITS on course and equipment requirements

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(g) Inform ITS of Soldiers who are dropped from the course. Provide Soldiers name, unit/brigade, and reason for the drop. This information will be disseminated to the Soldiers command.

(3) Unit Commanders Tasks.

(a) Ensure Soldiers meet the course prerequisites outlined in the Course Manager's email to Students official military address two weeks prior to start date and listed on the ITS website under Course Requirements <http://www.lewis-mcchord.army.mil/DPTMS/training/tsb/its.htm>. Course prerequisites are also listed in ATRRS.

(b) Ensure the Soldiers have the required retainability.

(c) Ensure that Soldiers do not have any appointments or extra duties during the course which will prevent them from attending any portion of the course.

(d) Ensure Soldiers have all required equipment for training and HFL 888 is signed or digitally signed by MSC/BDE Schools NCO.

(e) Ensure Soldiers attending training in JBLM distance learning/Video Teleconference Training (VTT) provision their CAC Cards the Thursday prior to start date between the hours of 0900-1400 in BLDG 6238. CAC card provisioning can take up to four (4) hours and Soldiers will not be able to train until their card is provisioned. Soldiers who fail to get their CAC Card provisioned prior to the start date are in danger of becoming a drop due to missing the required hours to complete training.

(4) MSC/BDE Schools NCOs.

(a) Input Soldier's requests for 415 schools in ATRRS IAW brigade quota allocations 45 days prior to class start date to avoid losing allocated seats. When quotas are not available or all allocated seats are filled prior to the 45 day window, provide enrollment requests to DPTMS-ITS by submitting an HFL Form 888 signed by the unit approving authority and send digitally to usarmy.jblm.imcom.mbx.dptms-itb@mail.mil. Soldier/s will be enrolled as a standby.

(b) For Non 415 Schools, submit an HFL Form 888 signed by the unit approving authority and send digitally to usarmy.jblm.imcom.mbx.dptms-itb@mail.mil at least 90 days prior to class start date in order to allow for registration and processing of DTS orders.

(c) Deletions, substitutions or last minute enrollment requests must be submitted to G3 TREX for approval when class is within 10 business days from start date. Request must include a valid justification for late submission. Units not stationed at JBLM must provide justification for late submissions to ITS.

(d) Ensure Soldiers are aware of their status as primaries/standbys.

(e) Provide valid military email address of Soldiers enrolled in order to gain access to school computers. NOTE: This step is critical in ensuring students receive the necessary information about the course. Most No Shows occur because students do not receive or follow the instructions in this email.

(f) Ensure any waiver requests are forwarded with HFL 888 if applicable.

(5) Students Tasks.

(a) Coordinate with Unit Schools NCOs for enrollment status.

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(b) Review the Course Manager email sent to the student two (2) weeks prior to class start date for updated information about dates, times, locations, and requirements.

(c) Report NLT 0830 hrs on the first day of class or as instructed in Course Manager email and in appropriate uniform.

(d) Ensure there are no scheduled appointments or other extra duties for the duration of the course as 100 percent attendance is required.

(e) Upon satisfactory completion of this course, certification is only valid while assigned to Joint Base Lewis McChord unless otherwise indicated.

(f) Bring notebook, paper, pens and pencils for note taking.

(g) During VTT training start time and location may vary, refer to the Course Manager email sent out two (2) weeks prior to the start date.

(h) Ensure your CAC Card is provisioned the Thursday prior to the start date when attending training in JBLM distance learning/Video Teleconference Training (VTT) between the hours of 0900-1400 in BLSG 6238. CAC card provisioning can take up to four (4) hours and Soldiers will not be able to train until their card is provisioned. Soldiers who fail to get their CAC Card provisioned prior to the start date are in danger of becoming a Drop due to missing the required hours to complete training.

4. SUSTAINMENT. N/A

5. COMMAND AND CONTROL.

a. Expiration. Enduring.

b. Points of Contact.

(1) The DPTMS TSB POC is Gwendolyn Ragle at (253) 967-2742 or gwendolyn.k.ragle.civ@mail.mil or Melanie Wileczek at (253) 477-4096 or Melanie.r.wileczek.civ@mail.mil.

(2) The I Corps G-3 TREX POC is SSG Lyndon Kilcrease at (253) 477-1318 or lyndon.a.kilcrease.mil@mail.mil.

ACKNOWLEDGE:

**BROWN
LTG**

OFFICIAL:

**REED
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