

**ARMY JOINT STAFF OFFICER
ORIENTATION COURSE**



ADMINISTRATIVE INSTRUCTIONS

9 July 2004

Title Page

Table of Contents i-ii

1. Purpose and Scope1

2. Funding1

3. Class Composition.....1

4. Registration/Personal Data Form.....1

5. Arrival1

6. Billeting2

7. Length of Courses2

8. Prerequisites for AFMS Attendees.....2

9. Location3

10. Training Day and Schedule.....3

11. Attendance Policy.....3

12. Uniforms/Appropriate Attire.....4

15. Classroom Conduct.....4

14. Academic Evaluation4

15. Instructional Materials.....4

16. Mail.....4

17. How To Contact You.....4

18. Medical Services.....5

19. Student Feedback.....5

20. Social Functions5

21. Course Completion.....5

22. Support To The Graduate.....5

23. Miscellaneous.....5

24. Inclement Weather.....6

List of Appendices:

Appendix 1: Registration Form

Appendix 2: DD Form 1610 Checklist

1. PURPOSE AND SCOPE

The purpose of these policies and procedures is to establish a framework for operations in the conduct of the Army Joint Staff Officer Orientation Course by the Army Force Management School (AFMS). Additional courses taught at AFMS include: General Officer/Senior Executive Service Course, Action Officer Force Integration Course, Army Material Command Action Officer Course, Deputy Chief of Staff – Personnel Action Officers Course, and the Deputy Chief of Staff – Logistics Action Officer Course.

Since the composition of any given class will include students from the local area as well as those on TDY, the information provided is intended to assist all students in the preparation, participation and completion of the courses in the most efficient and productive way possible.

The scope of these policies and procedures will address those actions required by the school staff and faculty and the students from the time of notification of attendance in the course to completion and return to home station.

2. FUNDING

The Army Joint Staff Officer Course is funded by Army DCSOPS.

3. CLASS COMPOSITION

Classes will be comprised of both local and TDY students. Reimbursement for TDY for the Army Joint Staff Office Orientation Course will be in accordance with the provisions of the JFTR (military) and the JTR (civilian).

4. REGISTRATION/PERSONAL DATA FORM

A Registration / Personal Data Form is included at Appendix 1 of this packet. Students are requested to complete the registration form and return it to the AFMS administrative office by FAX, DSN: 655-4910 or COMM: (703) 805-4910 as soon as possible after receipt. The Registration / Personal Data Form may also be hand-carried to registration on the first day of class.

5. ARRIVAL

- a. **TDY Students**: There is no requirement for students to report to Humphreys Hall, until Monday, the first day of the course. Those students who have confirmed reservations for Government quarters on Fort Belvoir should proceed directly to the Front Desk of Knadle Hall (Billeting Office), Building 470 on the day before class starts. Students arriving at local airports should follow these instructions:

(1) National Airport Students may take a taxi to Fort Belvoir Lodging (if billeted at Fort Belvoir) or to the Hotel / Motel of their choice. The fare will be approximately \$30.00 to \$35.00 for either location. Students may also use Dafries Van Services to get to Knadle Hall (approximate cost \$12.00 to \$15.00). GET A RECEIPT and file for reimbursement when submitting your TDY voucher.

(2) Dulles Airport Take the limo service from Dulles to National Airport (approximate cost \$18.00) and then proceed from National Airport as directed in paragraph (1) above.

NOTE: No eating facilities are open on Fort Belvoir after 2100 hours on Sunday except the Bowling Center Snack Bar. The Bowling Center is open till 2130 hours

- b. Local Students: Students should report to Humphreys Hall (Building 247) for In-Processing between 0715 - 0745 hours the day the course is scheduled to begin.

6. BILLETING

Army Joint Staff Officer Orientation Course students must contact the Fort Belvoir Lodging Office at Knadle Hall **COMM: (703) 704-8300**, to arrange for on-post billeting. If quarters are not available on post, students must contact Army Lodging Success for the Military District of Washington at **1-800-GO-ARMY 1** (1-800 462-2761) to arrange for off post lodging in the Fort Belvoir vicinity. The Army Force Management School has an arrangement with Oakwood Corporate Housing in Alexandria, Virginia, and it is suggested that students request lodging at that facility.

7. LENGTH OF COURSES

<u>Course</u>	<u>Length</u>
Army Joint Staff Officer Orientation Course	5 Days

8. PREREQUISITES FOR ATTENDEES

- a. Prerequisites for the Army Joint Staff Officer Orientation Course is as follows:
 - (1) Be assigned to or going to a documented Joint Billet.
 - (2) Military will be in the rank of Captain to Colonel.
- b. Height and Weight Standards. Uniformed students must meet the DA height/weight standards prescribed in AR 600-9. Students that are not in compliance with the Army Weight Control Program on arrival will not be

enrolled in the school and will be returned to their home station. The Program Director will enforce AR 600-9 standards.

- c. Instructional Level of Curriculum. While there are no specific education, training, or experience prerequisites, maximum benefit will be realized if students have completed military educational level 4. Students who are able to function at a high level of reading, note-taking and writing proficiency will find the course more rewarding and beneficial.

9. LOCATION

All classes are conducted in Humphreys Hall (Building 247), on Fort Belvoir, at the intersection of Kuhn Road and 21st Street. A map and driving directions for Fort Belvoir is available at the AFMS home page on the internet at:

<http://www.afms1.belvoir.army.mil/>

Select "Courses" on the main page and then select "Information" link on the left side of the page.

10. TRAINING DAY and SCHEDULE

- a. Training Day: 0800 - 1700 Monday through Friday.
- b. Training Schedule: A training schedule for each course from start to finish will be provided to students during in-processing. These schedules identify class subjects, class times, and lunch periods. The schedules are to be used as a guide and are subject to change. When there are changes, students will either receive a new schedule or be notified of them in advance by their Course Director.

11. ATTENDANCE POLICY

- a. It is mandatory that students attend all scheduled instruction, unless properly excused. Habitual absences or tardiness will not be tolerated and could result in appropriate disciplinary action by the Program Director.
- b. As a general policy, an absence from scheduled academic instruction will not be approved, except in cases of emergency. Routine personal business, medical, and dental appointments, etc, should be scheduled (or rescheduled) after return to your duty station. Requests for excused absences must be submitted in writing through the Class Leader to the Course Director to the Program Director of AFMS for approval/disapproval.

12. UNIFORMS/APPROPRIATE ATTIRE

- a. Military personnel - Class B seasonal uniform. The weather, November through March, is fairly cold in the Washington area and a raincoat, black sweater, or windbreaker is recommended for those months.
- b. A safety requirement on Fort Belvoir is that all persons jogging during hours of limited visibility wear a reflective armband, vest or other item of reflective clothing, which will provide equal visibility from all directions.

13. CLASSROOM CONDUCT

Students are expected to be prompt, attentive, cooperative and courteous to fellow students, staff, and instructors. Smoking is prohibited throughout Building 247. Designated smoking areas are on the north side sidewalk of building 247 where ashtrays have been provided. Eating lunch, drinking coffee, tea or soft drinks are permitted in classrooms. Classrooms will be kept neat and clean.

14. ACADEMIC EVALUATION

There are no graded examinations or evaluations for the course. Students will take a diagnostic examination on the first day of instruction

15. INSTRUCTIONAL MATERIALS

Instructional materials are issued to students on a permanent basis; they become the student's responsibility for disposition. As these materials are very useful tools for those assigned to Joint positions, each student should allow ample space in their luggage to take these materials home. AFMS is neither funded nor staffed to package or mail this material to a student's home station.

16. MAIL: The mailing address for personnel attending the School will be:

US ARMY FORCE MANAGEMENT SCHOOL
ATTN: (YOUR NAME)
5500 21ST STREET, SUITE 1400
FORT BELVOIR, VA 22060-5923

17. HOW TO CONTACT YOU

- a. During the duty day: Telephone calls for students may be received at Humphreys Hall, COMM: (703) 805-4901 or DSN: 655-4901 between 0730 and 1700 hours on weekdays. Students will not be excused from class for calls unless an emergency exists.

- b. Official Calls. Three telephones are available in Room 1400 in Humphreys Hall during the daytime for students to make official, outgoing telephone calls only. Calls must be brief!
- c. Personal Calls. Due to the number of students in training and the limited number of personnel available to answer phones, all students are requested to restrict incoming calls to AFMS to **emergencies only**. Arrangements should be made to call family and friends after hours to preclude personal calls on official phones. Pay telephones are conveniently located in Building 247 and at various locations on post.

18. MEDICAL SERVICES

Military personnel requiring medical services will be treated at DeWitt Army Hospital located on Fort Belvoir. Civilian students may receive emergency medical care at DeWitt Army Hospital per authorization on their orders. (Emergency Room, 805-0518).

19. STUDENT FEEDBACK

Student feedback is vital to the meaningful assessment of the effectiveness of this course. Students will be issued critique sheets during the course and student cooperation in completing them will be appreciated.

20. SOCIAL FUNCTIONS: Functions are at students' initiative or as announced.

21. COURSE COMPLETION

Certificates of Course Completion will be presented to students at the conclusion of each course.

22. SUPPORT TO THE GRADUATE

The intent for the Army Force Management School is to provide continuous, current support for course graduates. So that the graduates remain in contact with the school, updated school, faculty/staff, reference and course information is readily available at our website:

<http://www.afms1.belvoir.army.mil/>

23. MISCELLANEOUS

- a. Checks can be cashed for \$50.00 at the Fort Belvoir Officer's Club, (for officers or civilians who are members of another club). Personal checks up to \$300.00 per day (military or civilian) and government checks up to \$500.00 may be cashed at the Fort Belvoir Post Exchange. Military and civilian

students may cash government checks at the Crestar Bank as long as they can prove they are here on TDY status by providing the bank a copy of their orders. Additionally, military personnel may cash personal checks up to \$100.00. There is a \$3.00 fee for cashing government checks and a \$5.00 fee for cashing personal checks at Crestar Bank. The Fort Belvoir NCO Club is a membership club. NCOs on TDY status must have a membership card (either Fort Belvoir or another NCO Club) for admittance to the club. A membership card can be obtained for \$5.00. The NCO Club will not cash checks for TDY personnel (unless they are members).

- b. If you are a coffee drinker, you should bring a coffee cup with a lid to use during the course. This will reduce the cost of the coffee fund, reduce trash and waste products, and save wear and tear on the carpets in the break areas. Provisioning of coffee for students is a student (class) responsibility. A 30-cup coffee pot is provided in the student break area for the AJSOOC. The purchase of coffee, cream, and sugar etc. and the making of coffee are student (class) responsibilities. Classes have organized a “coffee committee” on the first day of school to take care of these duties. The student break area around the coffee pots will be kept neat and clean.
- c. Requests for Reproduction. Any student requiring access to reproduction equipment must coordinate with the Admin/Logistics Officer.

24. INCLEMENT WEATHER

In the event of severe weather conditions, the AFMS may be closed or have a late arrival or early dismissal based on either an Office of Personnel Management (OPM) or AFMS decision. Students will be notified as follows:

- a. Notification
 - (1) During Duty Hours The Course Director will advise students of early dismissal.
 - (2) During Non-Duty Hours Students will follow the OPM instructions covering all federal employees in the Military District of Washington (MDW) area as announced over local radio and television stations. Students should specifically follow instructions for “all federal workers” or “Fort Belvoir” (if such a distinction is made).
- b. Delayed Arrival or Liberal Leave Procedures If a “delayed arrival” or “liberal leave policy” is announced by the Office of Personnel Management (OPM), the Program Director will assess the situation and determine if classes will be held and, if so, the delay stated. Students will be notified of the decision through the pre-established class emergency notification procedures (telephone roster). If no announcement or other contact is made, students are expected to report to class on time, if possible. However, prudence should

always dictate student actions and AFMS does not expect students to involve themselves in dangerous expeditions or extraordinary measures to arrive on time. Prudence includes a reasonable effort to obtain public transportation.

Appendix 1

REGISTRATION FORM

1. STUDENT NAME: _____
(LAST) (FIRST) (MI)
2. ADDRESS: _____
3. SSN: _____ 4. RANK/GRADE: _____ 5. CLASS NO: _____
6. ASSIGNMENT: _____
7. HOME TELEPHONE: (____) _____ WORK (COMM) (____) _____
FAX NUMBER: _____ WORK (DSN) _____
8. E-MAIL ADDRESS _____
9. EDUCATION DEGREE AND MAJOR: _____
10. ARE YOU EMPLOYED AT A MAJOR COMMAND HEADQUARTERS? YES ___ NO ___
11. ARE YOU A MEMBER OF THE ACQUISITION CORPS? YES ___ NO ___
12. HOW MANY YEARS OF MILITARY SERVICE? _____ WHAT WAS YOUR HIGHEST
MILITARY GRADE ATTAINED? _____ BRANCH _____
13. HOW MANY YEARS OF CIVILIAN SERVICE DO YOU HAVE? DO NOT INCLUDE
MILITARY) _____
14. ARE YOU A MEMBER OF THE ARMY NATIONAL GUARD OR THE US ARMY RESERVE?
YES ___ NO ___ IF YES, WHICH COMPONENT? _____
15. CAREER PROGRAM? _____
16. ARE YOU A MEMBER OF A PROFESSIONAL MILITARY SOCIETY? YES ___ NO ___
IF YES, WHICH ONE? _____
17. EMERGENCY NOTIFICATION DATA:
IN THE EVENT OF AN EMERGENCY WHILE ATTENDING THE AFMS COURSE, PLEASE
CONTACT:
 - A. PERSON TO BE NOTIFIED: _____
 - B. RELATIONSHIP: _____
 - C. ADDRESS: _____
 - D. TELEPHONE NUMBER: _____

Appendix 2

DD Form 1610 Checklist

Name (Last, First, MI) _____

Social Security Number _____

Position Title _____

Rank/Grade _____

Official Duty Station Address _____

Office Symbol _____

Commercial Phone Number _____ DSN _____

Commercial Fax Number _____ DSN _____

Security Clearance (TS, S, etc.) _____

Proceed Date _____

Location Proceeding From _____

Mode of Travel *POV ____ Air ____

If Air, Cost of Airfare _____

Rental Car Authorized **Yes ____ Cost \$ ____ No ____

Fund Cite for Rental Car if Authorized _____

Leave Dates if Any in Conjunction with TDY _____

Other TDY Dates if Any in Conjunction with School TDY _____

For students traveling by POV, in and around mileage is not authorized. Mileage reimbursement and per diem are limited to constructive cost of common carrier transportation and related per diem as determined in the JTR.

** The Army Force Management School will not pay for rental cars. If a rental car is authorized, please list the fund cite here or provide a memorandum from your command that specifies the correct accounting classification and cost.

Fax this form to Mr. Robert Lebron, DSN 655-5946 or commercial (703) 805-5946. Upon receipt of security clearance verification, travel orders will be faxed to you.