



ARMY FORCE MANAGEMENT SCHOOL



Student Handbook

16 September 2016

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1. PURPOSE AND SCOPE

The purpose of this Army Force Management School (AFMS) Student Handbook is to establish a framework for operations at the AFMS. The AFMS provides education and training in general force management subjects.

Courses taught at the AFMS include: Army Force Management Course, Action Officer Logistics Course (G-4), FA 50 Qualification Course, Army National Guard FM Course, Force Integration Course for Senior Leaders (FICSL), and the Synchronization Staff Officer Course (G-8).

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 and administrative requirements in the most efficient and productive way possible.

This guide provides the policies and procedures that each student should adhere to while attending an AFMS course.

2. FUNDING / TDY ORDERS

Generally, all funding and TDY orders are accomplished prior to or upon receipt of the Student Handbook from the AFMS. Depending on your specific course of attendance, your unit or the course proponent will provide funding. For further information concerning funding please contact the Registrar, Mr. Duane Stubbs, at Duane.stubbs.ctr@mail.mil.

3. CLASS COMPOSITION

Classes will be comprised of both local and TDY students. Reimbursement for TDY for the Army Force Management Course will be in accordance with the provisions of the JFTR (military) and the JTR (civilian) through DTS.

4. STUDENT DATA FORM

A Student Data Form is included in the welcome packet and students are required to complete this form (Appendix 1) and return it to the AFMS administrative office by FAX 703.805.5946 or email it to Ms. Joann Stalsworth, at joann.m.stalsworth.ctr@mail.mil NLT 30 days prior to the start of the class.

5. DD FORM 1556 OR SF 182 (CIVILIAN STUDENTS)

If desired, students may bring a locally-initiated (your organization) DD Form 1556 or SF 182, Request, Authorization, Agreement, Certification of Training and Reimbursement Form with them from their home station in order to have completion of the course entered on their training record. (Sample SF 182 at Appendix 2). A certificate of Course Completion will be issued on the last day of class providing all course requirements have been met.

6. ARRIVAL

a. TDY Students: There is no requirement for students to report to Humphreys Hall until 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 Knadle Hall. The fare should be approximately \$38.00 one way. GET A RECEIPT and file for reimbursement when submitting your TDY voucher.

(2) Dulles Airport. Take the van/limo service from Dulles to National Airport (approximate cost \$66.00) and then proceed from National Airport as directed in paragraph (1) above.

b. Local Students: Students should report to Humphreys Hall, building 247 for In-Processing between 0730 - 0800 hours the day the course is scheduled to begin. The parking area is located behind building 247.

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.



LOCATION

8450 Beulah St Building 2920 Fort Belvoir, VA 22060

CONTACT

Telephone (703) 806-5878

HOURS

Dining Room

Lunch Buffet, Tuesday – Friday, 11am - 1:30pm

Sat & Sun Lounge, 11am - 9pm

Holidays 11am - 6pm

Full Buffet // \$11.50 (Includes Soup, Salad, Dessert and Soft Drink), **Soup & Salad** // \$9.50 (11am - 1:30 pm)
Groups of 15 or more // \$14.50

THE OFFICERS' CLUB: THE POTOMAC ROOM

Monday - Friday in the Potomac Room from 11 a.m. - 1:30 p.m.

\$9.95 per Guest includes All-You-Can-Eat Hot Buffet, Garden Salad, Soft Drink and Dessert

\$8.95 per Guest includes All-You-Can-Eat Soup and Salad Bar, Soft Drink and Dessert

\$11.95 per Guest includes All-You-Can-Eat Hot Buffet, Soup and Salad Bar, Soft Drink and Dessert

The Vortex Grill

The Vortex Grill, located in the Bowling Center, offers a variety of delicious menu choices including wings, burgers & wraps, salads & snacks. Call (703) 805-2991 for more information.

LOCATION

Building 1199, 5975 Middleton Rd (14th and Middleton Rd), Fort Belvoir, VA 22060

CONTACT: (703) 805-2991

HOURS

Sun 11 am - 6:30 pm

Mon-Thur / 11am - 9:30 pm

Fri - Sat / 11 am - 11:30 pm

BOZZELLI'S DELI

Founded by brothers Tony and Lucio, Bozzelli and proudly serving the Ft. Belvoir community since 1976. We offer fresh sandwiches and a broad range of catering services to support meetings, conferences, and a variety of ceremonial occasions.

Location

Bozzelli's Deli is located in the [Fort Belvoir Community Center](#), number 1200 on Taylor Rd, off of Belvoir Rd near Pence gate. Telephone: (703) 781-6861 / Fax: (703) 781-6860

Hours: Monday through Friday from 10 am - 6 pm; Saturday from 11 am - 4 pm

7. LOCAL ATTRACTIONS

Smithsonian National Air and Space Museum

Independence Ave at 6th Street, SW
Washington, DC 20560
Hours: Mon-Sun 10:00am - 5:30pm
Phone: 202-633-2214



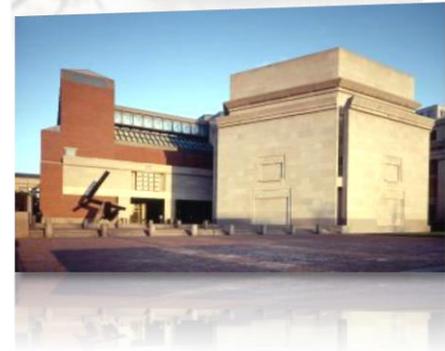
Smithsonian National Museum of Natural History

10th Street and Constitution Ave, NW
Washington, DC 20560
Hours: Mon-Sun 10:00am - 5:30pm
Phone: 202-633-1000



U.S Holocaust Memorial Museum

100 Raoul Wallenberg Place, SW
Washington, DC 20024
Hours: Mon-Sun 10:00am - 5:30pm
Phone: 202-488-0400



Mount Vernon Estate and Gardens

3200 Mount Vernon Memorial Highway
Mount Vernon, VA 22121
Hours: Mon-Sun 9:00am - 5:00pm
Phone: 703-780-2000



Changing of the Guard at the Tomb of the Unknowns:
Ceremonies are conducted by members of the Third United States Infantry (The Old Guard)
April 1 to September 30: The guard changes every thirty minutes
October 1 to March 31: The guard changes every hour, on the hour
Cemetery Hours:
April 1 to September 30, 8am-7pm
October 1 to March 31, 8am-5pm



8. BILLETING

This lodging information applies only to the AFMS students beyond commuting distance outside the Washington local commuting area. (See DoD Directive 4515.14)

How the Army Runs Course (HTARC) Students who attend in a TDY status must contact the Fort Belvoir Billeting Office at Knadle Hall **COMM: (703) 704-8600**, to arrange for on-post billeting. Army quarters are privately owned and operated by IHG Army Hotels at www.ihgarmyhotels.com. If quarters are not available on post, IHG will issue a certificate of non-availability to personnel who are direct billed.

First priority for lodging AFMS TDY students will be in government quarters. The billeting facility is Knadle Hall, Building 470, located at 9775 Gaillard Road, on Fort Belvoir. Arrangements have been made to provide accommodations for students at Knadle Hall. To facilitate arrangements, the TDY students must be confirmed attendees. The AFMS Registrar forwards a "by name list" to the Knadle Hall reservations desk, and students are instructed to call the Knadle Hall reservations desk to confirm their reservations, and attendance in an AFMS course.

9. PREREQUISITES FOR AFMS ATTENDEES

a. General. It is the intent of HQDA that all officers, DA civilians, and select NCOs assigned to Force Management positions in the Army attend the Army Force Management Course.

b. Prerequisites for AFMS Attendance:

- (1) Be assigned to or going to a documented Force Management (FM) position.
- (2) Military will be in the rank of Captain to Colonel, WO2 to WO5.

(3) Civilians will be in Grades GS 11 – 15 or equivalent.

(4) Be a General Officer or Senior Executive Service designated to attend the GO/SES course.

(5) Be a nominative Senior Executive level Command Sergeants Major or Sergeants Major.

(6) Be a member of the National Guard designated to attend the National Guard FM Course.

Civilians in Career Program 26 (Manpower and Force Development) will have selection priority for course attendance over other civilian career programs.

c. Security Clearances. Students are required to possess a **SECRET** security clearance for the course work in the OCTP Lab. There is a JPAS link at this organization and the data from JPAS will satisfy this requirement in lieu of the letter of verification.

d. Height and Weight Standards. All uniformed students attending the HTARC or FA50Q course 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.

e. Instructional Level of Curriculum. Force management 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. See paragraph 19 for Graduation Requirements.

10. LOCATION

All classes are conducted in Humphreys Hall (Building 247), on Fort Belvoir, at the intersection of Gaillard Road and 21st Street. The map at Appendix 4 is a road map to get to Fort Belvoir; directions and a map of Fort Belvoir are at Appendix 5.

11. 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.

12. 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 Deputy Commandant, AFMS.

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 for approval / disapproval by the Deputy Commandant, AFMS.

c. Plan your departure for NOT earlier than 3 hours post-Graduation time (for students traveling from Washington National Airport) and 4 hours post-Graduation for Dulles Airport.

13. LEAVE AND PASS

a. All AFMS students traveling outside of the National Capitol Region (NCR) (up to 200 radius from Fort Belvoir) requires an approved pass from the Deputy Commandant, AFMS prior to departure. AFMS students may request a weekend pass in between the scheduled course start and end dates. In general, AFMS students will not be granted leave during the registered course start and end dates.

b. Military personnel – Military students shall submit a DA form 31 requesting a pass to their class leader and instructor for approval by the Deputy Commandant AFMS. Students will complete and submit a completed Composite Risk Management (CRM) assessment using the US Army Combat Readiness Website (<https://crc.army.mil/home>).

c. Civilian personnel – Government civilian students shall submit a leave request for early departures (prior to 1600 on a class day, except for graduation day, when traveling off of the Fort Belvoir military reservation) thru their class leader and course director for approval by the Deputy Commandant AFMS. Students will complete and submit a completed Composite Risk Management (CRM) assessment using the US Army Combat Readiness Website (<https://crc.army.mil/home>).

d. Contractor personnel – Contractor students will request pass actions through their parent companies, and will inform their AFMS class leaders and course director of any planned travel outside of the NCR prior to departure.

14. UNIFORMS/APPROPRIATE ATTIRE

a. Military personnel – Uniform for military personnel is “utility” or “ACUs” for Army students. Please note that if you expect to be in the Pentagon on any given Friday, the duty uniform in the Pentagon is the ASU.

b. Civilian personnel – business casual. **Men:** Slacks (no jeans) and sport shirt (tie is not required); **Women:** Skirt/slacks (no jeans) and blouse.

c. IAW with MDW CG guidance, the following applies to physical fitness training:

(1) Physical fitness training for civilians assigned to the Command is encouraged.

(2) Everyone will wear the IPFU while participating in physical fitness training on or off post during the hours of 0630-0830.

(3) Reflective gear will be worn while participating in physical training. The reflective belt will be worn over the right shoulder and down under the left arm during winter months.

(4) During summer months, a reflective belt will be worn around the waist. A full reflective vest may also be worn.

(5) The use of headphones or earphones while walking, jogging, skating and bicycling, including pocket bike, motorcycle or moped on Army installation roads and streets is prohibited.

(6) Individuals running alone or in small groups of 3 or less will run on the sidewalk. If no sidewalk is available, personnel will run facing oncoming traffic in a single file as close to the shoulder of the road as possible.

15. CODE OF CONDUCT

All students will conduct themselves in a professional and socially acceptable manner. Students not meeting appropriate standards will be referred to the Deputy Commandant of the AFMS in order to determine possible courses of action that are deemed appropriate.

16. 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.

17. ACADEMIC EVALUATION

The following evaluation tools will be administered:

- a. Diagnostic evaluation: Day 1.
- b. Written Evaluations: Normally at the end of the course or at the end of a major sub-course.
- c. Case Studies: As designated during the course.

*Note: FICSL Course is not subject to graded evaluations

18. END OF COURSE/GRADUATION REQUIREMENTS

Students must meet ALL requirements of the course syllabi which will be furnished to the student NLT the first day of instruction. Failure to do so may result in our disapproval to award an additional skill identifier, certificate of completion, or Functional Area (FA 50) certification.

19. ARMY ORGANIZATIONAL COMMAND TRAINING PROGRAM (OCTP)

The Army Force Management School has a well-developed, computerized facility with all necessary equipment and access to data banks to support case studies, assessments, and related integrated Force Management activities. The AFMS Staff and Faculty provide the scheduling and administrative support for this facility in support of school training activities.

20. INSTRUCTIONAL MATERIALS

Instructional materials are issued to students on a permanent basis to serve as a note taking outline for the course and as a handy reference material after graduation. These instructional materials are complimentary to the AFMS webpage which contain all course material and source documents (regulations, policy, HTAR, etc.) in digital format,

and are updated as the content changes. The issued instructional materials become the student's responsibility for disposition. As these materials are very useful tools for those assigned to Force Management 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.

21. 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

22. HOW TO CONTACT YOU

a. During the duty day: Telephone calls for students may be received at Humphreys Hall, COMM: (703) 805-4904 or DSN: 655-4904 between 0800 and 1630 hours on weekdays. Students will not be excused from class for calls unless an emergency exists.

b. After duty hours: Routine calls to individual students staying at the BOQs on Fort Belvoir may be received at the Front Desk of Knadle Hall, COMM: (703) 704-8600. Knadle Hall front desk will transfer the call to the student's room. The call will ring back to the operator in Knadle Hall if there is no answer. The operator will take a message. A light on the telephone will be on if a message has been received. For an extreme emergency after duty hours, when all other methods fail, a caller may contact the Headquarters, Department of the Army Duty Officer, COMM: (703) 697-0218/6219.

23. TELEPHONES

Personal Calls. Due to the number of students in training and the limited number of personnel available to answer telephones, 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 telephones.

24. AMERICAN RED CROSS

Student's family members who may need to contact you through the Red Cross should call (703) 805-2057 for information and assistance. The National Capital Chapter in Washington, D.C. provides night and weekend coverage and the number to call is (202) 728-6499. It is important that family members know your social security number and the school you are attending in the event the Red Cross needs to contact you.

25. MEDICAL SERVICES

Military personnel requiring medical services will be treated at Fort Belvoir Community Hospital (FBCH) located on Fort Belvoir. Civilian students may receive emergency medical care at FBCH per authorization on their orders. Emergency: call 911, Care Manager: (571) 231-3224.

26. STUDENT FEEDBACK

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

27. SOCIAL FUNCTIONS

Functions are conducted at students' initiative or as announced.

28. COURSE COMPLETION

At the conclusion of each course, Certificates of Course Completion will be presented to students who have completed all stated course Program of Instruction (POI) requirements. Completed (signed) DD Form 1556s/SF 182 will be returned to those students who provided them to the Admin/PAC team.

29. SUPPORT TO THE GRADUATE

The intent for the Army Force Management School is to provide continuous, current support for the corps of Force Management 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>

In addition, periodic Newsletters, containing articles of current interest to Force Managers or addressing activities at AFMS will be posted to the website. The Program Manager selects the works to be published in the Newsletter.

30. MISCELLANEOUS

a. The Fort Belvoir website can be accessed at <http://www.belvoir.army.mil/>

b. 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.

Check Cashing Locations

- Post Exchange - Up to \$300 (personal checks)
- Post Exchange - Up to \$500 (government checks)
- Officers' Club - Membership of the Fort Belvoir Officer's Club is required

An ATM is available at the PX Mall, outside the Fort Belvoir Federal Credit Union, in the commissary, and at SunTrust Bank on North Post.

Banking

- Federal Credit Union - (703) 551-0001 or (703) 730-1800
 - Belvoir Federal Credit Union, Belvoir Branch Office
5982 13th St., Bldg. 1195
(703) 730-1800
 - Hours:
Mon-Thur, 9am to 5pm;
 - Fri, 9am to 6pm;
 - Sat, 9am to 1 pm
 - Drive-thru Hours, 7am - 3pm
- Andrew McNamera Complex (DLA Headquarters) Branch Office
 - 8725 John J. Kingman Road, Room 1401
 - Hours: Mon. - Fri., 8:00 am to 3:00 pm
- SunTrust Bank - (703) 838-3381

c. Requests for Reproduction. Any student requiring access to reproduction equipment must coordinate with the Admin/Logistics Officer.

31. 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 or the Fort Belvoir Operations office decision. Call (703) 805-3030 for Fort Belvoir Weather Hot Line.

Students will follow either the OPM instructions covering all federal employees in the Military District of Washington (MDW) area as announced over local radio and television stations or Fort Belvoir Operations. Students should specifically follow instruction for “all federal workers” or “Fort Belvoir” – if that distinction is made. (FM 103.5 or 1500 AM, or local ABC, NBC, CBS or FOX TV stations carry up-to- date information)

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 OPM or Fort Belvoir, the Program Manager, in conjunction with the Deputy Commandant, USAFMS, will assess the situation and determine if classes will be held and, if so, the delay stated. “Unscheduled/liberal leave is authorized” – does not apply. 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 do 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



ARMY FORCE MANAGEMENT SCHOOL (AFMS),

5500 21st St. Building 247 Suite 1400, Ft. Belvoir, Va. 22060

www.afms1.belvoir.army.mil

Student Data Card/Application Version 3.3

NOTE: You must send your SSN directly to the AFMS Registrar via ENCRYPTED email or by phone if you are not yet registered in the class.

COURSE INFORMATION

Course Name <input type="text"/>	Class Number <input type="text"/> - <input type="text"/>	Report Date <input type="text"/>
<input type="checkbox"/> I am currently registered for this course in ATRRS		

STUDENT CONTACT INFORMATION

Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Enterprise Email (...@mail.mil) <input type="text"/>
Home Phone <input type="text"/>	Mobile Phone <input type="text"/>	Work Phone <input type="text"/>	
Number <input type="text"/>	Street <input type="text"/>	City <input type="text"/>	State <input type="text"/>
		Zip <input type="text"/>	
AKO User ID *SSO Course Only <input type="text"/>			

EMERGENCY CONTACT INFORMATION

Full Name <input type="text"/>	Relation <input type="text"/>	Phone Number <input type="text"/>
Number <input type="text"/>	Street <input type="text"/>	City <input type="text"/>
		State <input type="text"/>
		Zip <input type="text"/>

STUDENT OCCUPATION INFORMATION

Current or Losing Unit/Org <input type="text"/>	Current or Losing Unit/Org UIC <input type="text"/>	Rank/Grade <input type="text"/>	Date Of Rank <input type="text"/>
Gaining Unit/Org <input type="text"/>	Gaining Unit/Org UIC <input type="text"/>	Current Branch <input type="text"/>	
Current Specialty/MOS <input type="text"/>		Current Duty Position <input type="text"/>	
Component/Status <input type="text"/>		<i>(Unit Force Manager, Operations Officer, Unit G-1, etc.)</i>	

SECURITY INFORMATION

Security Manager Name <input type="text"/>	Rank/Grade <input type="text"/>	Security Manager Phone <input type="text"/>	Classification <input type="text"/>	Date Granted <input type="text"/>
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SUPERVISOR INFORMATION

Supervisor Name <input type="text"/>	Supervisor Email <input type="text"/>	1SG/CSM/SGM's Full Name <input type="text"/>
Commander Full Name <input type="text"/>	Rank/Grade <input type="text"/>	

Submit Form

APPENDIX 2

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number AFOP-FD		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial) SIMON, Simple I			2. Social Security Number/Federal Employee Number 999-99-9999		3. Date of Birth (yyyymmdd) 19840103	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional) 90 Someplace Ave Fort Belvoir, VA 22060			5. Home Telephone (Optional) (Include Area Code) (703) 805-4910		6. Position Level (Mark (X) one) <input checked="" type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) HQ Forces Command, DCS G3/5/7 (AFOP-FD) 1777 Hardee Ave. SW, Fort McPherson, GA 30330			8. Office Telephone (Include Area Code and Extension) (703) 805-1032		9. Work Email Address Simple.Simon@us.army.mil	
10. Position Title Management Analyst		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment		13. Education Level (click link to view codes or go to page 7) 12		14. Pay Plan GS	15. Series 0201	16. Grade 11
17. Step 05						
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code) Army Force Management School 5500 21st Street, Bldg 247, Suite 1400 Fort BELvoir, VA 22060-5923				1b. Location of Training Site (if same, mark box) <input checked="" type="checkbox"/>		
				1c. Vendor Telephone Number 703-805-4901/DSN:655-4901		1d. Vendor Email Address steven.dart@us.army.mil
2a. Course Title Advance Force Management Course		2b. Course Number Code 04-09	3. Training Start Date (Enter Date as yyyymmdd) 20090406		4. Training End Date (Enter Date as yyyymmdd) 20090501	
5. Training Duty Hours 0800-1700		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9) 03		8. Training Type Code (Click link to view codes or go to page 9) 01
9. Training Sub Type Code (Click link to view codes or go to page 9) 07		10. Training Delivery Type Code (Click link to view codes or go to page 12) 05		11. Training Designation Type Code (Click link to view codes or go to page 13) 05		12. Training Credit
13. Training Credit Type Code (Click link to view codes or go to page 13)		14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		16. Continued Service Agreement Expiration Date (Enter date as yyyymmdd)
17. Training Source Type Code (Click link to view codes or go to page 13) 02		18. Training Objective to provide professional development for both Army military and civilian personnel serving in or selected for assignments in the force management area.				19. AGENCY USE ONLY
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. 8 - Digit Station Symbol (Example - 12-34-5678)						

Section D - APPROVALS

1a. Immediate Supervisor - <i>Name and title</i>	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - <i>Name and title</i>	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - <i>Name and title</i>	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Official - <i>Name and title</i>	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	1e. Date

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Official - <i>Name and title</i> Steven E. Dart	
1b. Area Code / Telephone Number (703) 805-4902	1c. Email Address steven.dart@us.army.mil
1d. Signature	1e. Date 20090430

TRAINING FACILITY – Bills should be sent to office indicated in item C6. | Please refer to number given in item C4 to assure prompt payment.

APPENDIX 3

POST FACILITIES

Fort Belvoir is a well-developed Army installation with modern and attractive health and welfare facilities. Listed below are some of the most used ones. A Fort Belvoir map that depicts their location is at Appendix 5.

(Visit web site: <http://www.belvoirmwr.com/>)

<u>Activity</u>	<u>Telephone</u>
<u>BARBER SHOP (BLDG 2303)</u> Hours: 0900 to 1800 Monday - Wednesday 0900 to 1900 Thursday 0900 to 1800 Friday 1000 to 1600 Saturday	(703) 799-4975
<u>BEAUTY SHOP (BLDG 2303)</u> Hours: 0900 to 1800 Monday - Saturday	(703) 780-6600
<u>BOWLING CENTER (BLDG 1199)</u> Snack Bar - 0630 to 2130 (Open seven days a week)	(703) 360-7171
<u>OFFICER'S CLUB (BLDG 20)*</u> Meal Hours: No Breakfast; Closed on Monday. Buffet Lunch 1130 to 1330 Tuesday - Friday Dinner - 1800 to 2100 Tuesday, Wednesday, Thursday, *Saturday	(703) 780-0930
<i>*Dress Code: Causal (no jeans/tennis shoes). On Saturdays coat and tie for dinner. The Fort Belvoir Officers Club is a "Member's only" club with exchange privileges to other US Army Officers Clubs; bring your club card.</i>	
<u>COMMISSARY - FORT BELVOIR (BLDG 2302)</u> Hours: 0900 to 1600 Sunday Closed Monday (Due to Furloughs) 0900 to 2100 Tuesday - Friday 0800 to 1900 Saturday	(703) 806-6374
<u>DEFENSE SYSTEMS MANAGEMENT COLLEGE CAFETERIA (BLDG 207)</u> Hours: 0645 to 1400 Monday - Friday	
<u>DINING FACILITY at the FORT BELVOIR COMMUNITY HOSPITAL</u> 3 rd floor, Oaks Pavilion (center building). Anyone can eat -- pay as you go. Hours: Breakfast, 6-9am; Continental Brunch, 9-10am; Lunch, 11am – 3pm; Dinner, 4-7pm.	

NOTE: (1) Subway in Sunrise Pavilion, 3rd floor, open 6am – 5pm M-F, Closed Sat & Sun.
(2) Starbucks in Eagle Pavilion, 3rd floor.

FITNESS CENTER (Bldg 1035) (703) 806-5368
Hours: 0530 to 2000 Monday - Friday
0900 to 1700 Saturday/Sunday

POST EXCHANGE MANAGER (703) 806-4371

POST EXCHANGE (BLDG 2303) (703) 806-5800
Hours: 0900 to 2100 Monday - Friday
0800 to 2100 Saturday
1000 to 1800 Sunday

SNACK BAR (In the PX, (BLDG 2303) (703) 806-8508
Hours: 1030 to 2100 Monday - Saturday
1030 to 1700 Sunday

SWIMMING POOL (INDOOR) (703) 805-2620

LIBRARY

The library is located between Gunston and Belvoir Roads at 1024 12th Street. Van Noy Library has an inventory of approximately 100,000 books. Hours of operation are from 0900 to 2100 Monday through Thursday; 0900 to 1800 on Friday; 0900 to 1700 Saturday, and 1200 to 1800 on Sunday.

RELIGIOUS SERVICES

Numerous religious services are conducted on post. Additionally, a chaplain is available 24 hours a day to aid in any need or emergency and may be reached during duty hours at (703) 806-4316 or after duty hours at (703) 806-3104. A schedule of services is as follows with times subject to change:

PROTESTANT

General Protestant
Belvoir Chapel..... 0800 (Sunday)
1100 (Sunday)
Pentecostal
Gunston Chapel.....1300 (Sunday)

JEWISH

Sabbath Service.....2000 (Friday) Belvoir Chapel
Oneg Shabbat.....2100 (Friday) Belvoir Chapel
Oneg Saturday Service..0930 (Fourth Saturday) Belvoir Chapel

ROMAN CATHOLIC

Belvoir Chapel..... 0930 (Sunday)
1230 (Sunday)
Mt. Vernon Chapel..... 1700 (Saturday)
0730 (Sunday)
0900 (Sunday)
1045 (Sunday)
1230 (Sunday)
Gunston Hall..... 1115 (Sunday)

OFF-POST RESTAURANTS

There are numerous off-post restaurants in the vicinity of Fort Belvoir. Some of the more frequented ones are listed below:

1. *Burger King* - 9120 Richmond Hwy (US 1 North) - (703) 781-7285
2. *Pizza Hut* - 6321 Richmond Hwy (US 1 North) - (703) 765-5553
3. *Domino's Pizza* - 23-B Cooper Road (Off US 1 North) - **DELIVER ON POST** (703) 360-0700
4. *McDonald's* 6239 Richmond Hwy (US 1 North) - (703) 765-5857
5. *Chef Huang's Restaurant* - 8626 Richmond Hwy (US 1 North) (703) 360-0600
6. *Hunan Royale Restaurant* - 8746 Cooper Road (Off US 1 North)
7. *Domino's Pizza* – 5976 12th St, Fort Belvoir, VA 22060 (703) 360-0027

APPENDIX 4

