



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

REPLY TO
ATTENTION OF

DAMO-FMS

24 November 2014

MEMORANDUM FOR Students of Class HTAR 02-15, Attending the Army Force Management School at 5500 21st Street, Suite 1400, Fort Belvoir, Virginia 22060-5923

SUBJECT: Welcome Package for HTAR Class 02-15, 5-30 January 2015

1. Welcome to the U.S. Army Force Management School (AFMS), How the Army Runs (HTAR) class 02-15. Class begins promptly at 0800 on Monday, 5 January. Registration will be conducted from 0730 to 0800 hours at the AFMS, located in Building 247, Humphrey's Hall, Room 1608, 5500 21st Street, Fort Belvoir, VA 22060-5923.
2. The purpose of the AFMS is to provide professional development for both Army military and civilian personnel serving in or selected for future assignments in the force management functional area.
3. The daily uniform for military personnel is "utility" or ACU for Army students. Uniform for Civilians is business casual. Please note that if you expect to be in the Pentagon on any given Friday, the duty uniform is ASU.
4. All students must have a valid security clearance prior to attending the course. Have your security manager submit a site visitation request through JPAS using AFMS SMO code W0Z2AA6A, attention Robert Lebron, 703-805-2878.
5. If you are attending TDY please email or bring a copy of your orders. In accordance with DOD Directive 4515.14, personnel working within the National Capitol Region (NCR) commuting area are not authorized TDY. The local commuting area for the NCR includes the following states/counties:
 - a. Maryland: Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, St. Mary's and Washington.
 - b. Virginia: Albemarle, Arlington, Clarke, Culpeper, Fairfax, Fauquier, Greene, King George, Loudoun, Madison, Orange, Prince William, Spotsylvania, and Stafford.
 - c. Pennsylvania: County of Adams.
6. The school temporarily blocks rooms for those that are attending this course in a TDY status. Knadle Hall (www.ihgarmyhotels.com) is located in building 470, 9775 Gaillard Road, Fort Belvoir, VA 22060. You should inform the reservation desk that you are attending the Army

DAMO-FMS

SUBJECT: Welcome Package for HTAR Class 02-15, 5-30 January 2015

Force Management School. Please contact Knadle Hall directly to reserve your room. Call the hotel at (703)704-8602 or email Savann Sing, the Operations Manager, at savann.sing@ihg.com to reserve your room. Please do not make your reservation online.

NOTE: Most students attending this course are funded by their respective units. If applicable, you may secure lodging at locations other than Knadle Hall as approved by your unit Resource Manager.

7. The enclosed Welcome Packet contains a pamphlet entitled: "Army Force Management School Administration and Logistics Policy and Procedures Guide." It provides instructions for your use in planning your attendance to this course.

8. Officers and warrant officers completing the course will be awarded the Additional Skill Identifier (ASI) 3R. In accordance with TRADOC Regulation 350-18, students attending courses that result in award of an ASI will receive a DA Form 1059, Academic Evaluation Report (AER), upon course completion or dismissal. In accordance with AR 623-3 paragraph 3-14c, Soldiers attending institutional training classes are expected to meet the Army's physical fitness and height/weight standards. Soldiers are therefore required to bring a copy of their current APFT (DA 705) and Body Fat Content Worksheet (DA 5500/5501) as required and **participate in a height/weight screening at 0600 on Monday, 5 January in seasonal Army PT uniform.** Soldiers on temporary or permanent profiles must provide a DA form 3349 during inprocessing for an assessment by the Deputy Commandant of your ability to meet course requirements. Please see the enclosed AFMS Policies and Procedures Manual (item 9) for detailed information regarding height/weight standards. Additionally, dual status DA Civilians who wish to obtain an AER upon course completion **MUST** participate in the height/weight screening on Monday, 5 January at 0600 along with military personnel.

9. **All students please review and complete the student data card included in this email and return using the "Send Email" button at the bottom of the form or print it and return it by fax to Ms. Eileen Houser at DSN 655-5946 or commercial (703) 805-5946 or email to: Eileen.Houser.ctr@mail.mil as soon as possible.**

10. The AFMS is now using Blackboard for some aspects of the course. Login information for your Blackboard account will be sent prior to your arrival.

11. In the classroom, each student will have a computer available for course use. **Students are also encouraged to bring a laptop for use in your hotel room.** Some class exercises still require the use of AKO. If you do not have an AKO account, please have one created prior to arrival. The following sites will require access and pre-registration:

a. FMSWeb: As a student of force management, you will need the ability to access a number of information systems. One of these systems is FMSWeb, formally called WebTAADS. Before you report to the Army Force Management School, you will need to have an account with FMSWeb. Registering for and obtaining an account is relatively easy and can be done on-line. First, you must access the USAFMSA site by going to URL <https://fmsweb.army.mil>. At the FMSWeb site, click on the FMSWeb header and you will be taken to a login page. At this page

DAMO-FMS

SUBJECT: Welcome Package for HTAR Class 02-15, 5-30 January 2015

you will log in using your AKO login and password. On the screen are instructions on how to proceed to request your FMSWeb account. The administrative and security section of USAFMSA will notify you when your account has been created or if they require further information or action.

b. Email: We understand that many attending students require access to their email. Our IMO does not have the information regarding your duty address. To gain email access back to your unit/organization, you must make sure that it is available via the Internet. Contact your IMO/G6/S6, prior to departure, for the web address or CITRIX portal that will allow you access back to your email via our system using our credentials provided. Only use our login, password, and domain that will be provided. Initial log on to our system with your CAC is prohibited and will void the necessary access to resources for the course you are attending. After you have logged into our system with the credentials provided, only then can you use your CAC card and go to authorized web sites.

12. Due to current events, Fort Belvoir is at FPCON "A", which requires proper identification as you enter the installation. If you drive your own vehicle and have a CAC Card, you should not experience any major delays entering the installation.

13. We look forward to your safe arrival at the Army Force Management School. If you have further questions or concerns regarding your attendance, please contact: Ms. Eileen Houser at DSN 655-4904/commercial (703) 805-4904, fax (703) 805-5946, or via email at Eileen.Houser.ctr@mail.mil.

Encls


ALBERT L. BENSON JR
Lieutenant Colonel, LG
Deputy Commandant, AFMS