



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-3/5/7  
400 ARMY PENTAGON  
WASHINGTON DC 20310-0400

REPLY TO  
ATTENTION OF

DAMO-FMS

23 December 2013

MEMORANDUM FOR Students of the Functional Area 50 (FA50) Qualification Course (Q-Course) 02-14 Course, Attending the Army Force Management School at 5500 21<sup>st</sup> Street, Suite 1400, Fort Belvoir, Virginia 22060-5923

SUBJECT: Welcome Package for FA50Q Class 02-14

1. Welcome to the U.S. Army Force Management School (AFMS), FA50 Qualification Course (FA50Q) 02-14. Functional Area 50 (FA50) Qualification Course (Q-Course) 02-14. The FA50Q Course is a collaborative effort between Headquarters Department of the Army (HQDA) G-8 and G-3/5/7. HQDA G-8 manages the entire FA50 Q-Course. The Army Force Management Course (AFMC), managed by HQDA G-3/5/7, is the first four weeks of the Q-Course and establishes the base for specialized FA50 instruction presented during the balance of the course.

2. The FA50Q Course focuses on current force management policies, procedures, processes and systems to prepare officers and civilians to perform force management functions throughout the operational and institutional Army. The course of Instruction is broken into five areas: Strategic Planning and Guidance; Planning Programming and Budgeting; Capabilities Development; Materiel Development; and Force Development. Instruction is provided by contracted on staff instructors, Headquarters, Department of the Army Staff; FORSCOM; TRADOC; United States Army Reserve; United States Army National Guard; and Joint Deployment Training Center. The certificate producing Global Force Management Joint Capabilities Requirements Managers training is the last week of the Q-Course.

3. Registration:

a. **Fourteen week Q-Course attendees:** Registration will be conducted 0730 to 0800, Monday, 6 January 2014 Building 247, Humphrey's Hall, Suite 1400, AFMS, 5500 21st Street, Fort Belvoir, VA 22060-5923. Uniform for military personnel can be "utility" (ACU). Because the first four weeks of the FA50 Q-Course is the AFMC, Class 02-14, there will also be personnel registering for the AFMC only. At the completion of the AFMC you will remain at the AFMS to complete the balance (ten weeks) of the FA50 Q-Course, Class 02-14 (3 February- 11 April 2014).

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b. **Ten week Q-Course attendees:** All Q-Course students will register for the FA50 Q-Course 0800 to 0900 Monday 3 February 2014, Room 1606, Building 247, Humphrey's Hall, Room 1606, AFMS, 5500 21st Street, Fort Belvoir, VA 22060-5923.

4. 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.

5. 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. All students must have a valid security clearance.

6. 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.

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 as well as additional administrative and logistical support available to you.

8. The Army Force Management School is now using Blackboard for some aspects of the course. Log in information for your AFMS Blackboard account will be sent to you before the course start.

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](mailto:Eileen.Houser.ctr@mail.mil) as soon as possible (sometimes this works better if you cut and paste from email to the desk top).

10. In the classrooms, each student will have a computer available for course use. The following sites will require access and registration:

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a. FMSWeb: As a student of force management, you will need the ability to access 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 online. 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 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. PPBBOS & CPP: Prior to arrival for the course, please request and obtain access to the Army Planning Programming, and Budgeting Business Operating System (PPB BOS) and the Army Cost and Performance Portal (CPP). To obtain access to PPB BOS go to <https://www.eprobe.army.mil> and follow the instructions. To obtain access to the CPP go to <https://cpp.army.mil> and follow the instructions. If at any time problems develop contact Mr. Colin Halvorson at (703) 805-3540 or DSN 655-3540. His email is [colin.o.halvosron.ctr@mail.mil](mailto:colin.o.halvosron.ctr@mail.mil).

c. 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 you 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.

11. 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. However, minimal gate delays should be expected during 0700 and 0800. If you are renting a vehicle, you **MUST** have all required documentation to secure a temporary pass (**ONLY at the Tulley Gate**). Documentation is proof of insurance, a rental agreement, and a valid driver's license. Procedures and conditions may vary.

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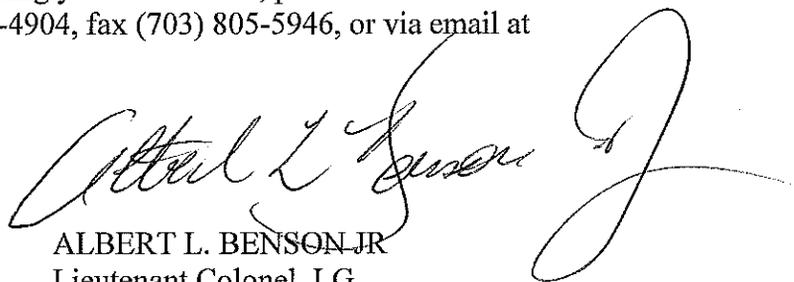
12. TDY Students:

All FA50Q students are required to stay at IHG Army Hotels, Fort Belvoir lodging (Knadle Hall) ([www.ihgarmyhotels.com](http://www.ihgarmyhotels.com)). Knadle Hall is located in building 470, 9775 Gaillard Road, Fort Belvoir, VA 22060. You may contact Knadle Hall by calling (703) 704-8600. **We have blocked rooms for all FA50Q students and have requested that students be housed in a renovated room in Knadle Hall which is currently under construction. During the hotel's renovation, not all rooms have wireless internet available. For further details on the status of internet connectivity, please contact the hotel. Please inform the reservation desk that you are attending the Army Force Management School. You should contact Knadle Hall directly to confirm that your reservation has been booked for a renovated room. Online reservations will not guarantee a remodeled room.** Call the hotel at (703)704-8600 or email Savann Sing, the Operations Manager, at [savann.sing@ihg.com](mailto:savann.sing@ihg.com) to make your reservation. If you experience problems with your hotel room upon arrival or during your stay, please contact the AFMS Registrar, Ms. Eileen Houser, as soon as possible.

13. All officers attending the FA 50 Q-Course are required to take and pass the Army's Physical Fitness Test (APFT). The APFT is normally scheduled the fifth week of the course. However, dates may change based on availability of facilities. If you have a profile make sure you have a copy to provide to the APFT administrator.

14. Graduation is scheduled Friday 11 April 2014, Thurman Hall, Building 247, Fort Belvoir, VA. Please pass this information to your commands.

15. We look forward to your safe arrival at the U.S. 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](mailto:Eileen.Houser.ctr@mail.mil).



ALBERT L. BENSON JR  
Lieutenant Colonel, LG  
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Encls