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

9 April 2015

MEMORANDUM FOR Students of FA50 Qualification Course, Class 3-15, Army Force Management School, 5500 21st Street, Suite 1400, Fort Belvoir, Virginia 22060-5923

SUBJECT: Welcome Package for FA50 Qualification Course, Class 3-15

1. Welcome to the Army Force Management School (AFMS), Functional Area 50 (FA50) Qualification Course (QC), Class 3-15. The FA50QC is a collaborative effort between AFMS, and Headquarters, Department of the Army (HQDA) G-8 and G-3/5/7. The FA50QC provides professional development for both FA50 officers and CP26 civilians serving in or selected for future assignments in the Force Management Functional Area.

2. The FA50QC focuses on current force management policies, procedures, processes and systems to prepare FA50s and CP26s to support the Army Generating and Operating Force. The Program of Instruction (POI) is divided into five areas: Strategic Planning and Guidance; Planning, Programming, Budgeting, and Execution; Capabilities Development; Materiel Development; and Force Development. AFMS instructors and guest speakers from HQDA G-8 and G-3/5/7, FORSCOM, TRADOC, United States Army Reserve, Army National Guard, and the Joint Deployment Training Center provide instruction. Upon completion of the 14-week FA50 Qualification Course (Phase I and Phase 2), the American Council on Education (ACE) recommends the following topic areas for semester transfer credits in the upper-division baccalaureate degree category: strategic management (3 hrs); strategic human resource management (3 hrs); change management (2 hrs); and organizational management (3 hrs). Additionally, the Joint Deployment Training Center (JDTC) awards .5 Joint Qualified Officer points for successful completion of the Joint Capabilities Requirements Manager (JCRM) Course.

3. The FA50QC has two consecutive phases: Phase 1 (four weeks) is the foundational How the Army Runs Course (HTARC) and Phase 2 (ten weeks) is the specialized FA50 education and training. In accordance with AR 623-3 paragraph 3-14c, all Soldiers attending institutional training classes are expected to meet the Army's physical fitness and height/weight standards for attendance and therefore required to provide a current

copy of their APFT card (DA Form 705) and Body Fat Content Worksheet (DA Form 5500/5501), as required during registration. Additionaly, Soldiers on a temporary or permanent profile must provide a valid DA Form 3349 as required during inprocessing for an assessment of your ability to meet course requirements. All officers attending Phase 2 are required to take and pass the Army's Physical Fitness Test (APFT). The APFT is currently scheduled for 29 May 2015, time TBD. Any officers requiring an alternate event, please notify the course director, Ms. Martha Granger, martha.g.granger.ctr@mail.mil, as soon as possible.

a. **Phase 1 (HTARC, Class 6-15), 27 April-22 May 2015:** Military and Dual-Status Civilians who would like to receive an Academic Evaluation Report must report for a Phase 1 mandatory height/weight screening in the Improved Physical Fitness Uniform (IPFU) at 0600, Monday, 27 April 2015, at the lobby of the IHG Army Hotel, Knadle Hall, Building 470, 9775 Gaillard Road, Fort Belvoir, VA 22060. Following the Weigh-In, all students must report for Phase 1 Registration at 0730 to Room 1406 at AFMS, Building 247, Humphreys Hall, 5500 21st Street, Fort Belvoir, VA 22060-5923. Officers and warrant officers completing the course will be awarded the Additional Skill Identifier (ASI) 3R – Force Management.

b. **Phase 2 (FA50Q), 26 May-31 July 15:** Any military student who did not attend HTARC 6-15, must report for mandatory height/weight screening in the IPFU at 0600, Tuesday, 26 May 2015 at the lobby of the IHG Army Hotel, Knadle Hall, Building 470, 9775 Gaillard Road, Fort Belvoir, VA 22060. All students must report for Phase 2 Registration at 0800, Tuesday, 26 May 2015, at the same location.

4. The daily uniform is ACU for military personnel and business casual for civilians. If you expect to be in the Pentagon on any given Friday, the duty uniform is ASU.

5. 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.

6. In accordance with DOD Directive 4515.14, personnel working within the National Capital 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, and St. Mary's.

b. Virginia: Albemarle, Alexandria, Arlington, Clarke, Culpeper, Fairfax, Fauquier, Greene, King George, Loudoun, Madison, Orange, Prince William, Spotsylvania, and Stafford.

c. Pennsylvania: County of Adams.

d. District of Columbia: Washington.

7. All officers attending the FA50QC in a TDY status are required to stay at IHG Army Hotels, Fort Belvoir Lodging (Knadle Hall), www.ihgarmyhotels.com, Building 470, 9775 Gaillard Road, Fort Belvoir, VA 22060. To reserve a room, call the hotel at (703) 704-8600 or email Savann Sing, the Operations Manager, at savann.sing@ihg.com, and inform the reservation desk that you are attending the AFMS FA50QC. IAW with ALARACT message 075/2013, lodging will be at no cost to military personnel. There is a Government Dining Facility on Fort Belvoir; therefore, reimbursement for meals will be at the proportional meal rate (PMR).

8. The enclosed Welcome Package contains a pamphlet entitled: "AFMS Administration and Logistics Policy and Procedures Guide." It provides instructions for your use in planning your attendance to this course.

9. Graduation is scheduled on Friday, 31 July 2015 (time TBD), Room TBD at AFMS, Building 247, Humphreys Hall, 5500 21st Street, Fort Belvoir, VA 22060-5923. Please pass this information to your commands.

10. All students must complete, print, scan and return via email the Student Data Card included in this email to Ms. Eileen Houser @ Eileen.Houser.ctr@mail.mil prior to arrival at AFMS.

11. In the classroom, each student will have a computer available for course use; however, students are encouraged to bring a laptop for use after duty hours. The following sites will require access and/or pre-registration:

a. **Force Management System Web Site (FMSWeb):**

(1) Access the USAFMSA website via URL: https://fmsweb.army.mil.

(2) Click on the FMSWeb header in gold and you will be taken to a log-in page.

(3) Log-in using your AKO UserID and password and follow the instructions on how to request your FMSWeb account.

(4) The administrative and security section of USAFMSA will notify you when your account has been created or if they require further information or action.

(5) For questions, contact the FMSWeb helpdesk at usarmy.belvoir.hqda-dcs-g-3-5-7.mbx.fmsweb@mail.mil.

b. **Blackboard (Bb):**

(1) Blackboard log-in information will be sent to you via email approximately two weeks prior to the Phase 1 start date. You will access the site via URL: http://www.afms1.belvoir.army.mil/, then select Blackboard across the top menu bar.

(2) All read-ahead material for the FA50QC will be posted on Blackboard.

(3) For questions, contact Mr. Brian Beyreuther at DSN 655-9485/commercial (703) 805-9485 or email brian.a.beyreuther.ctr@mail.mil.

c. **Email:** Students will use CAC access to set-up Outlook Email or access email remotely through OWA @ https://web.mail.mil.

12. 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 or Military ID, you should not experience any major delays entering the installation. However, gate delays should be expected between 0730 and 0800. If you are renting a vehicle, you must provide required documentation to secure a temporary pass at Tulley Gate (e.g., proof of insurance, rental agreement, and valid driver's license).

13. We look forward to your safe arrival at the AFMS. 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 email at Eileen.Houser.ctr@mail.mil .

Encls

ALBERT L. BENSON JR
Lieutenant Colonel, LG
Deputy Commandant