

# National TXI Training Workshop

7-10 SEP 04  
Atlanta, GA

“Not business as usual”



# A Nation at War... An Army at War



# Director's Welcome

- Welcome and introductions
- Workshop Purpose: to provide information on transformation (reformation), accreditation training, and pertinent information to changes in the Title XI Program.
- Successes:
  - Officer and NCO requisitions
  - TASS Study
  - DMOSQ Task Force
- Issues:
  - TXI reduction proposals
  - TXI realignment
- Agenda

# Wednesday 8 SEP (AM)

Time	Event
0600-0700	PT-Individual Responsibility
0700-0755	Breakfast and Late Registration
0800-0815	Director's Welcome - COL Oliver
	Admin Comments (Day 1 Update) - MAJ Otero
0815-0845	Operations TASS Update - MAJ Ezell
0845-0915	HRD TASS Update - MAJ Arnold
0915-1000	<a href="#">HQ, TRADOC QA Program Update Ms. Rachel Serio</a>
1005-1030	Morning Break
1035-1100	TDA, TXI reduction proposals and Sustainment Funds - Mr. Paisley
1100-1130	NCOES - SGM Lamb
1130-1255	Lunch

# Wednesday 8 SEP (PM)

1300-1600	TASS Topics from the field	Select Soldiers (Mansfield Ballroom)
1300-1330	- Accreditation Operations	MAJ Frumerie, Infantry School (Mansfield Ballroom)
1330-1415	- MOB Issues and TBE	MAJ Coker, Fort Benning, GA (Mansfield Ballroom)
1415- 1540	- Supportitng the war effort	MAJ McNorial, Fort Eustis, VA (Mansfield Ballroom)
1540-1600		
1300-1645	QA Breakout Session One	
1300-1430	- Discussion and TXI Issues	Rachel Serio introduces Colonel Oliver (Gable Room)
1340-1430	- External Evaluation	Rosanne May (Gable Room)
1445-1630	- AUTOGEN: Update, Demonstration, Issues, Feedback, and Reports	Ron Stump and Liz Brady (Gable Room)
1630-1645	- Strategic Readiness System (SRS)	Rosanne May (Gable Room)
1600-1700	TASS TXI Breakout Session	With Ms. Corbett, TASSD Director and Staff (Mansfield Ballroom)
1700-1705	Admin Comments (Day 2 Update)	MAJ Otero (Mansfield Ballroom)
1710-UTC	Ice Breaker No Host Social (Civilian Clothes)	MAJ Otero (Lower Level)

# Thursday 9 SEP

0600-0755	PT-Individual Responsibility and Breakfast Grp A (QA & Others), B (CS) , C (CSS), D (Cbt Arms	
0800-1155	& USASMA) - Round Robin (1,2,3,4)	
0800-0855	- 1) Accreditation Tool/QA policy Memo (Note: All QA chiefs attend 0800)	Peter Kakel and Bob White (Mansfield Room - 1) Mr. Paisley, SFC Moore, and MAJ Cain (Mansfield Room - 2)
0900-0955	- 2) Change Management	Thom Moore (Lombard Room 1)
1000-1055	- 3) ISO Training	Open for Officers
1100-1155	- 4) TXI NCOs with SGM DiIullio	
0900-1135	QA Breakout Session Two	
0900-1010	- TD2 Overview	Linda Brooks (Gable Room)
1015-1135	- Automation of accreditation data collection, analysis, and reports	Briefing: Major Ezell and Rachel Serio (Gable Room)
1135-1255	Lunch	
1300-1655	QA Breakout Session Three	
1300-1330	- Evaluator Certification	Rachel Serio (Gable Room)
1340-1445	- Discussion: Instructor Evaluations; Validation Efficiencies	Rachel Serio; Rosanne May (Gable Room)
1500-1555	- Issues involving HHI & application of TRADOC Accred Standards	Rachel Serio, Leslie Bulger, Bob White (Gable Room)
1605-1655	- QA Program Best Practices	Rachel Serio, Bob White (Gable Room)
1300-1655	SRTXI and TXI Breakout Session Time	SRTXI and their TXIs breakout per proponent
1700-1800	NCO Breakout Session HRC on enlisted matters	COL Avery PERSCOM (Mansfield Room)
	Officer Breakout Session HRC on enlisted matters	PERSCOM (Lombard Room)
1700-1800	Panel Preparation (TASSD Dir and QA Dir, SGM, USARC and NGB Rep)	Ziegfield Room (2nd Floor)

# Friday 10 SEP

0600-0755	PT and Breakfast	
0800-0820	Army Learning Management System	LTC Jones-Harris
0820-0900	<a href="#">Keeping chain of command Informed on Status of Course Training Documents and Products - a</a>	<a href="#">MSG Campbell (Mansfield Ballroom)</a>
0900-0930	USARC Update	LTC Conley (Mansfield Ballroom)
0930-1000	NGB Update	LTC Evans (Mansfield Ballroom)
	Panel Discussion (TASSD Dir, TRADOC QA Dir, SGM, and USARC\NGB Rep)	COL Oliver, SGM D., Ms. Serio, LTC Conley and LTC Evans
1005-1200		
1200-1210	Closing remarks	COL Oliver (Mansfield Ballroom)

# TASSD Leader Team

Colonel Martha McRavin-Oliver	Director, TASS Directorate
SGM Karen Dilullo	TASSD Sergeant Major
MAJ(P) Barry Ezell	Deputy Director
MAJ Vic Otero	Chief, Operations Division
MAJ Eric Arnold	Chief, Human Resource Division
Mr. Donald Paisley	Chief, Training Management

# **Admin Comments**

MAJ Vic Otero  
Operations, TASSD  
Fort Monroe, VA

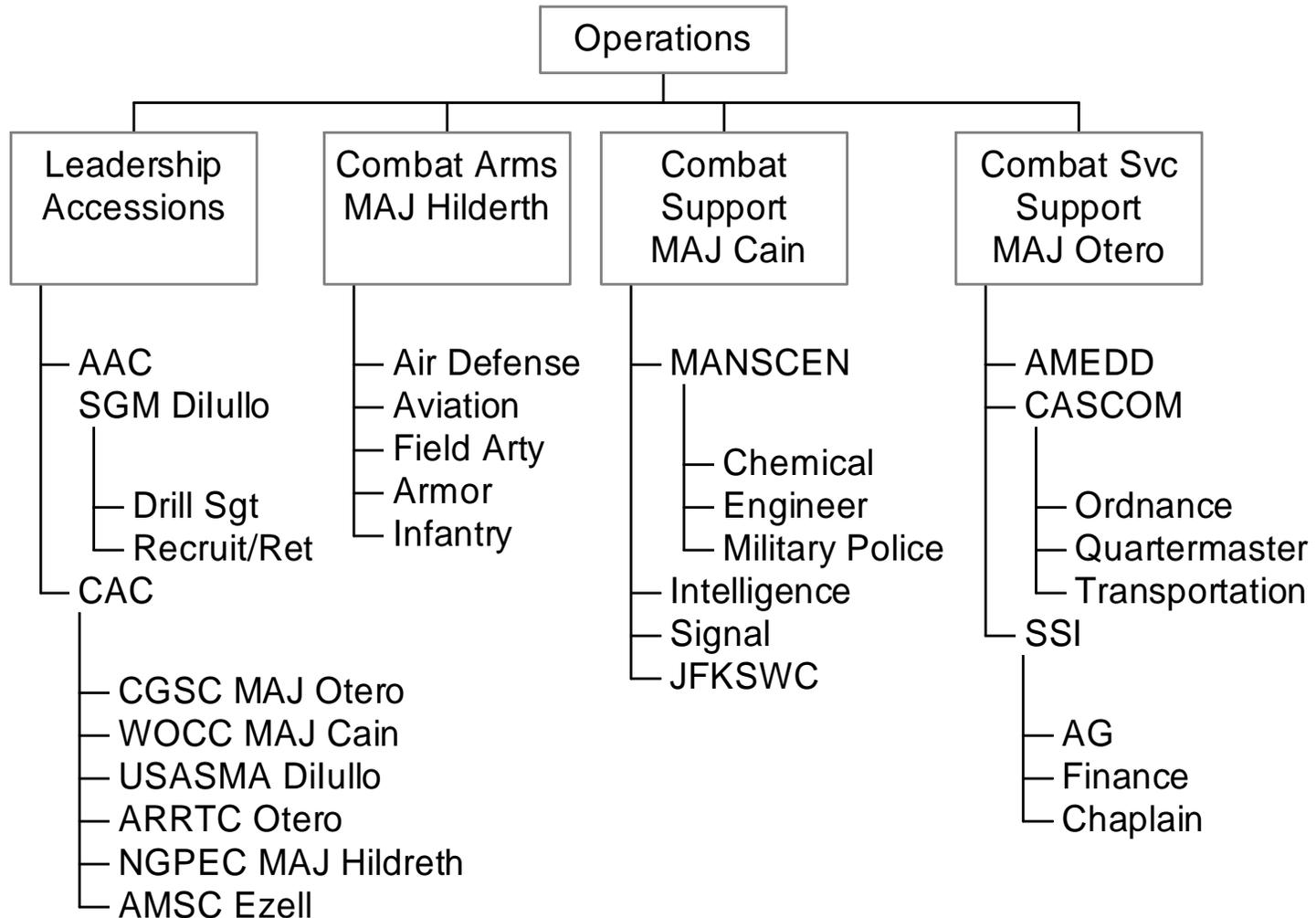
# **Operations Update**

MAJ Barry Ezell

Acting Deputy Director, TASSD

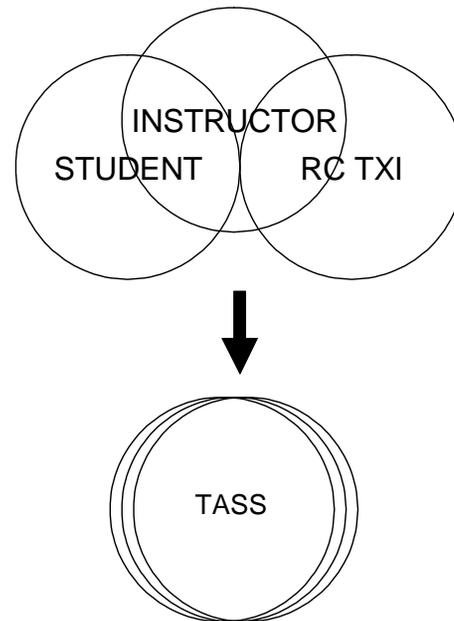
Fort Monroe, VA

# Functional Organization



# TASS Structure Review

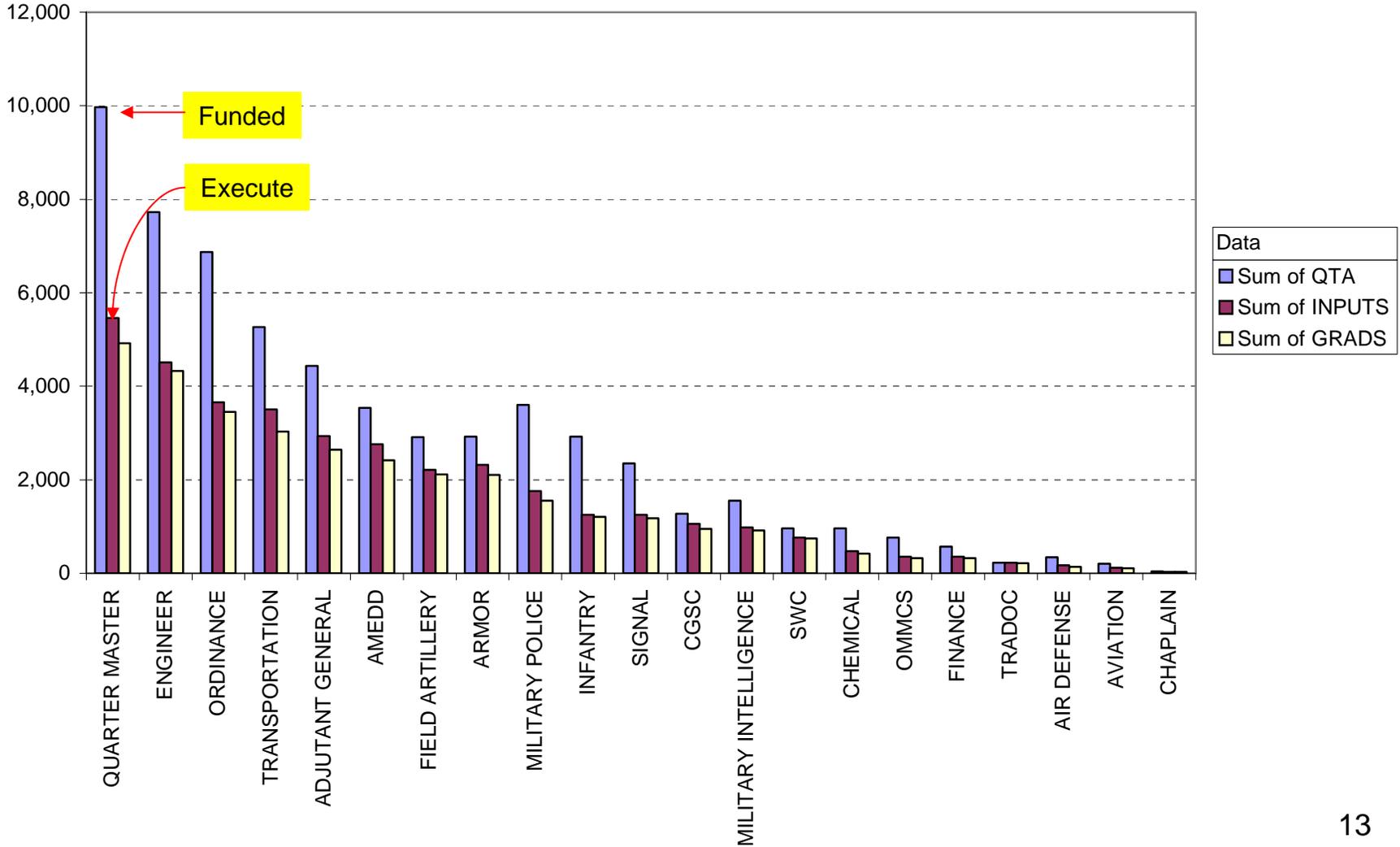
- Problem: TASS structure is not aligned with current go to war requirements creating a “requirement vs. capability” mismatch.
- Goal: Align TASS



# TASS Structure Findings

- TASS needs structure change. There is too much capacity in TASS land: instructors, courses, and quotas.
- Findings:
  1. There is systemic under utilization of quotas (QTAs)
  2. Understanding the number of instructors in TASS is complex. Estimate 2,000 too many instructors based on the student load.
  3. Instructor Certification is a major issue that may be just as significant as DMOSQ.
  4. RC TXIs have traditionally been assigned to TASS BN Headquarters. Training has migrated over the years and the “duty at” location has not changed for TRADOC TXIs.
  5. TRADOC does not require standard reporting on TASS readiness.
  6. ATRRS contains several data quality issues.
  7. TASS BN load is not equitable within TASS.

# RECLASS POI Proponent Analysis



CMF	CMF DESCR	REQ	CAP	Mismatch
11	Infantry	17,533	23,757	6,224
12	Combat Engineering	6,250	9,232	2,982
13	Field Artillery	10,896	13,023	2,127
14	Air Defense Artillery	2,693	4,124	1,431
15	Aviation	36	84	48
19	Armor	7,631	7,913	282
25	Communications and Information Systems Operation	13,938	13,160	-778
27	Paralegal	655	900	245
33	Electronic Warfare/Intercept Systems Maintenance	418	434	16
35	Electronic Maintenance and Calibrations (Del 0609)	2,902	4,535	1,633
37	Psychological Operations	814	1,138	324
38	Civil Affairs (Rc)	1,311	1,730	419
42	Adjutant General	817	634	-183
44	Financial Management	18,731	27,145	8,414
46	Public Affairs	816	768	-48
51	General Engineering (Del 0409)	7,127	7,630	503
54	Chemical (Del 0409)	4,911	7,306	2,395
55	Ammunition (Del 0509)	1,649	3,238	1,589
56	Religious Support	555	510	-45
67	Aircraft Maintenance (Del 0409)	3,674	4,084	410
71	Administration (Del 0509)	11,075	11,591	516
74	Chemical	1,704	3,668	1,964
77	Petroleum and Water	7,234	7,372	138
81	Topographic Engineering (Del 0409)	293	294	1
88	Transportation	11,960	12,083	123
91	Medical	16,665	19,686	3,021
92	Supply and Services	17,830	20,843	3,013
93	Aviation Operations (Del 0409)	1,066	1,074	8
95	Military Police (Del 0409)	6,600	7,505	905
96	Military Intelligence	4,295	4,435	140
98	Signals Intelligence/Electronic Warfare Operations	2,472	3,407	935
<b>Total</b>		<b>184,551</b>	<b>223,303</b>	<b>38,752</b>

 Too many  
 Too few

# Summary

- TASS Study is ongoing
- Next meeting with USARC and NGB is 5-7 October at Fort Monroe
- Contact Information
  - [barry.ezell@us.army.mil](mailto:barry.ezell@us.army.mil)
  - 757.788.5849

# **Human Resources Division Update**

MAJ Eric Arnold  
Chief, HRD, TASSD  
Fort Monroe, VA

# Human Resource Division

MAJ Arnold  
Chief, HRD  
Officer Requisitions

SFC Moore  
NCOIC, HRD  
NCO Requisitions

SSG Murray  
OERs  
Personnel Actions  
Retirements  
Security Clearances

SSG Jackson  
NCOERs  
Awards  
PERSTEMPO  
Government Leased  
Housing

SSG Johnson  
In-processing  
Out-processing  
Leaves  
Finance  
Reassignments

# Officer/Enlisted Requisitions

- Requisitions are submitted to DA at least 13 months prior to Soldier's stabilization end date. Earlier for officers based on officer requisition cycle dictated by Officer Distribution Branch.
- HRD closely monitors the requisition process through internal suspense system.
- Validated requisitions distributed to the appropriate branch, incumbent Title XI placed on assigned instructions.

# Sponsorship

- HRD notifies Proponent School Senior Title XI of inbound Soldier(s).
- Senior Title XI assigns sponsor and notifies unit.
- HRD sends welcome letters to all incoming Soldiers with sponsor information.

# In/Out Processing

- Title XI Soldier reports to duty unit and contacts HRD upon arrival. Fax orders and leave form (757) 788-7254.
- Soldiers are authorized 10 days permissive TDY.
- Not authorized “any” TDY prior to in-processing at Ft. Monroe.
- All Title XIs must travel to Ft. Monroe to out-process.

# Finance

- Soldiers obtain a PIN for MY Pay. Use service to view and print your LES and Travel Vouchers, update Thrift Savings Plan.
- Sign up and renew PIN at: <http://mypay.dfas.mil>.
- Send all finance requests to HRD, TASSD for processing
- Proponent Schools and Center Soldiers receive finance support at installations.
- Allotments: Mail original forms with supporting documents to HRD NLT the 10<sup>th</sup> of each month.
- Email questions on general issues to Mrs. Corbett:  
shirell.corbett@eustis.army.mil

# Uniform Code of Military Justice (UCMJ)

- TASS Bn Title XIs
  - fall under (RC) Brigade for generation administration of military justice to include Article 15 and Special/Summary Courts-Martials.
  - Fall under US Army Combated Arms Center, Fort Leavenworth for General Courts-Martial Jurisdiction.
- Center/Proponent Center Title XIs – fall under unit of attachment for all UCMJ.

# Records Update

- Enlisted record updates for DA centralized promotions done online at:  
[http://www.erec.army.mil/hrc\\_default.htm](http://www.erec.army.mil/hrc_default.htm)
- Soldiers not authorized travel to Fort Monroe to review and update records.
- Officers required to sign “board ORBs. Done either at Ft. Monroe MILP or nearest MILP.
- DA photos taken at nearest Army Photo Lab.

# Promotion Update

- All Senior Enlisted Promotion Boards are automated.
- Soldiers not authorized to travel to Fort Monroe to view/update records for DA Promotion Boards.
- Promotion eligible Title XIs will go online to:  
[http://www.erec.army.mil/hrc\\_default.htm](http://www.erec.army.mil/hrc_default.htm)  
to view promotion file (OPMF, Promotion EB, DA Photo)
- Follow directions to validate ERB.
- Incorrect record, print ERB, make pen changes, and fax ERB with supporting documentation to HRD.
- Within 48-72 hours review promotion file. Validate corrected ERB. If ERB cannot be corrected at installation level, then “validate with error” and give brief explanation in appropriate remarks box.
- Validation is equivalent to a signing ERB.

# Extension and Stabilization

- Submit requests 14 months prior to stabilization end date.
- High School Senior Program requires letter from school along with DA 4187.

# Retirements

- Submit retirements requested to HRD 13 months prior to requested retirement date.
- Retirement date will be end of month.
- Submit DA 31 for leave/PTDY with request for retirement.
- Authorized 20 days PTDY; OCONUS authorized 30 days PTDY.
- Memo or DA 4187 states Soldier's choice of Transition Point, coordinate with Fort Monroe MILPO and desired Transition Point.

# Enlisted Evaluations

- Completed IAW AR 623-205.
- Excellent ratings must be quantitatively justified.
- Proponent School and TASS Bn Title XI NCOERs processed through TASSD.
- Email “packaged” DA 2166-8 draft to HRD for review.
- Print evaluation (military-flip style), sign and mail original to TASSD for processing.
- If TASSD in the rating chain, final copy faxed back to the Soldiers for records.

# Enlisted Evaluations

- Processed NCOER viewed and printed by the rated soldiers on his/her online OMPF 14 days after processing.
- Suspense: draft NCOER – submit to TASSD NLT 15 days prior to report's end date.
- Signed-original NCOER – submit to TASSD NLT 30 days after report's end date (last day of the last month covered by the NCOER).
- While raters/senior raters/reviews are responsible for submission of evaluations, rated individual has the greatest interest in seeing his/her report finished correctly and submitted in a timely manner

# Awards

- Awards are processed at Fort Monroe through TASSD.
- Suspense for signed DA 638 to TASSD is 70 days prior to presentation date.
- Strong bullets to support desired award.
- “Packaged” DA Form 638 draft (narrative and proposed citation attached for LOM) will be emailed to HRD for review and returned.
- Recommender prints the award, signs and mail original to TASSD for processing. Approved DA 638/Certificate will be mailed to recommender or proponent for presentation.

# Leaves/Passes

- Ordinary Leave: complete DA 31, route through supervisor for approval, send to HRD 21 days in advance for processing and approval.
- Authorized permissive TDY in conjunction with PCS.
- Retirement leave and ordinary leave in excess of 30 days must be approved by the Fort Monroe Garrison Cdr.
- School and Center Title XIs follow leave and pass policies established by the commander of their host center/installation.
- Emergency leave processed with six hours. After duty hours, contact Senior Title XI who will contact HRD.

# Questions?

Contact Information

[eric.arnold@us.army.mil](mailto:eric.arnold@us.army.mil)

757.788.5869

# HQ, TRADOC QA Program

Ms. Rachel Serio  
QA Director, HQ, TRADOC  
Fort Monroe, VA

She will discuss the progress made over the year and initiatives to automate accreditation. She will discuss changes in standards.

# Morning Break

# **TDA, TXI Reduction Proposals and Sustainment Funds**

Mr. Don Paisley

Training Management Division, TASSD

Fort Monroe, VA

# Title XI TDA Update

- Current TDA is FY05 document [E-Date: 1 Oct 2004]
  - 303 Title XI positions, 51 Non-Titled positions
  - Absorption of DA cuts from FY02 completed
  - Additional cuts (1500 from floor/ceiling of 5000) are “done deal”.
  - Cuts become effective in March 05 [spaces, NOT faces].
- FORSCOM / DA continue to negotiate actual cuts.
  - TRADOC “fair share” not known. Won’t be a “salami-slice”.
  - Working 25%, 50%, 100% decrement drills. Outcome unknown.
- FY06 Title XI TDA will not reflect our last changes.
  - Need proponent school input on how to manage change.

# FY05 Budget Guidance

- Proponent Schools are responsible for TDY for their affiliated TASS Battalion Title XI personnel.

*–Use automated travel systems.*

- Proponents will report status of funds each quarter fifteen days after End of Quarter.

*–Use same format as FY03.*

- Proponents will identify requirements and request funding for FY06 in 2/3QTR FY04.

*–Mid-year corrections will occur 2/3QTR as well.*

**NOTE: Impact of TXI cuts on FY06 Budget are unknown.**

# FY04 TXI Sustainment Funds

- TXI Sustainment Funds provided by DA to NGB and USARC
- Funds follow command lines. TASSD does not control these funds.
- TASSD provides “TASS mission” TDY funds and automation support.
- DIV(IT)s and RTIs provide local “operations” support
  - GSA vehicles, Desktop computers, Furniture
  - Administrative support--- expendable supplies, etc.
  - Facilities support-office space, phones, faxes, copying<sub>37</sub> support.

# Rules for Army VISA Card Program

- Army Credit Card is for official **TDY** travel only.
- Will soon include cost of airline tickets.
- Split Disbursement is **mandatory** for TXI personnel.
- First time delinquency over 60 days is grounds for **FIRST WARNING**.
- Second time delinquency over 60 days is automatic **SECOND WARNING**.
- Third delinquency is automatic **CANCELLATION** of the soldier from the credit card program

# TASSD Training Management Contact Information

Don Paisley

DSN 680-5753, COMM 757-788-5753

[paisleyd@monroe.army.mil](mailto:paisleyd@monroe.army.mil)

George Bunch

DSN 680-5899, COMM 757-788-5899

[bunchg@monroe.army.mil](mailto:bunchg@monroe.army.mil)

# **Non-Commissioned Officer Educational System**

SGM Michael Lamb  
DCSOPS&T, TRADOC  
Fort Monroe, VA

Changes in NCOEs: 4 tier system to 3 tier system and the timelines.

# **TASS Topics from the Field** ***(Accreditation Operations)***

MAJ David Frumerie  
Senior TXI, Infantry School  
Fort Benning, GA

How we task organize and actually do the mission. Developing Master Evaluation Plan, TDY management, accreditation visits, site visits, etc.

# **TASS Topics from the Field** ***(MOB Issues and TBE)***

MAJ Steve Coker  
CONUS Replacement Center  
Fort Benning, GA

Information on issues regarding RC mobilization. Provide an idea of the scope and intensity experienced by the CRC at Ft Benning.

# **TASS Topics from the Field** ***(Supporting the War Effort)***

MAJ Glenn McNorial

Senior TXI, Transportation School

Fort Eustis, VA

Examples of how TASS has supported the war effort and the things TXIs have done to support the war effort.

# Training Support Available Through ATSC

LTC Raymond DeVoe  
Total Force Integration Office  
Fort Eustis, VA

1. Provide overview of ATSC
2. Provide overview of Army Training Support System (TSS)
3. Provide overview of ATSC's support to soldiers

# **QA and TXI Breakout Sessions**

# **Admin Comments**

MAJ Vic Otero  
Operations, TASSD  
Fort Monroe, VA

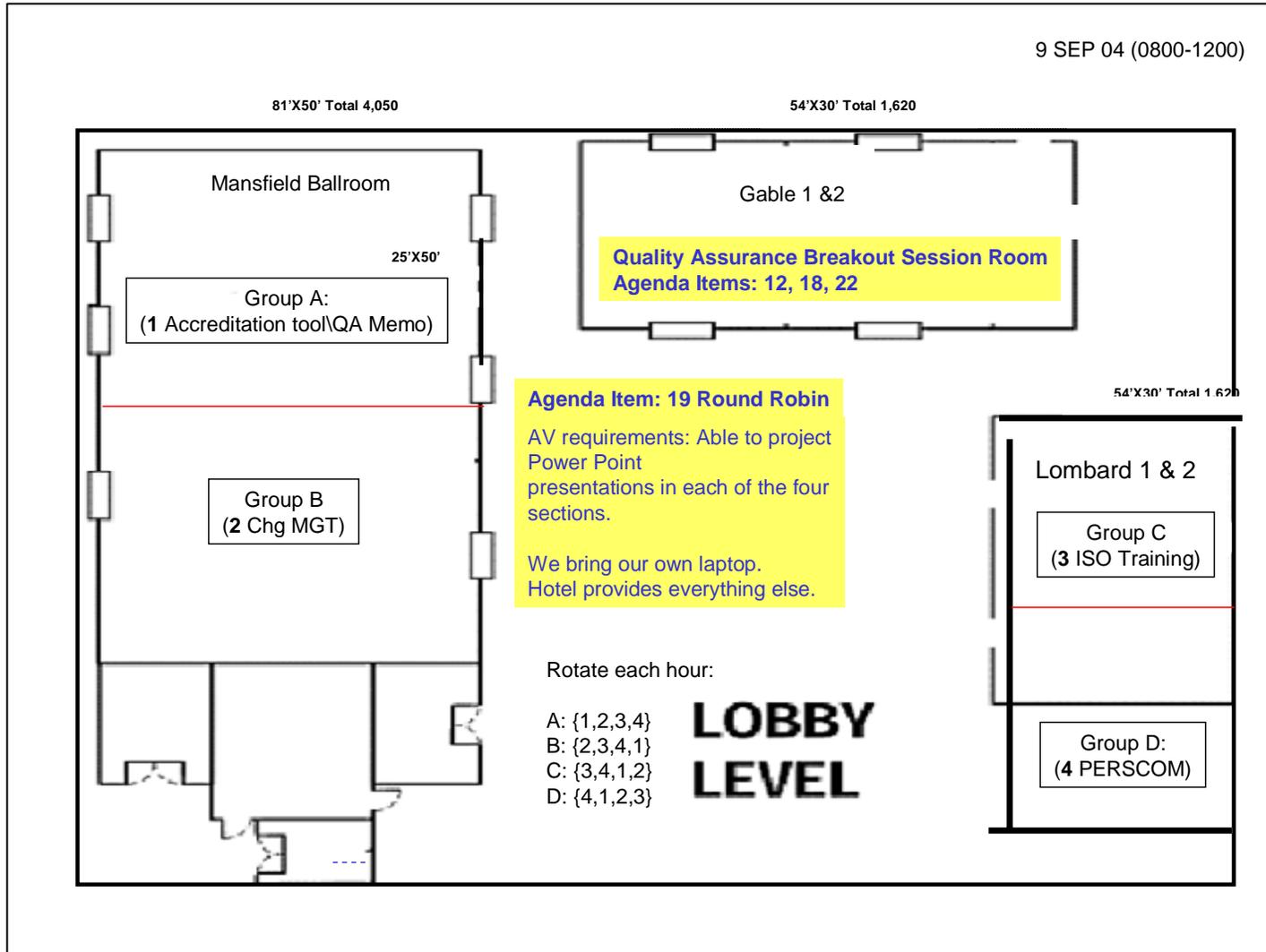
**Thursday 9 SEP 04**

# Round Robin Training (0800-1155)

- Group A: QA and Others
- Group B: Combat Support
- Group C: Combat Service Support
- Group D: Combat Arms and USASMA
- Rotate every hour
  - Group A: 1,2,3,4 (0800-0855)
  - Group B: 2,3,4,1 (0900-0955)
  - Group C: 3,4,1,2 (1000-1055)
  - Group D: 4,1,2,3 (1100-1155)

# Round Robin Training

9 SEP 04 (0800-1200)



# **STXI and TXI Breakout Session Time by Proponent**

**Friday, 10 SEP 04**

# Army Learning Management System

LTC D Jones-Harris

DCSOPS&T

Fort Monroe, VA

LMS is a web enabled automated information system to assist students, trainers and training managers in the conduct and management of training throughout their Army career.

**Keeping chain of command  
Informed on Status of Course  
Training Documents and  
Products - a software  
application used at AMEDD  
School**

MSG Campbell  
AMEDD

# USARC Update

LTC Deborah Conley  
Individual Training Division Chief  
United States Army Reserve  
Command

Provide a brief synopsis of Army Reserve Training Issues of interest  
- Changes in regions, TASS, DIV(IT), etc. Implications to TASS.

# NGB Update

LTC Thomas Evans  
Chief, Individual Training  
NGB-ART-I

The Army School System (TASS) Transformation  
TASS Advisory Council (TAC)  
Subject Matter Experts  
Title 11 Funding

# Panel Discussion

- COL Oliver, TASSD
- Ms. Serio, QA Director, HQ, TRADOC
- LTC Conley, USARC G7
- LTC Evans, NGB-ART
- SGM Lamb, DCSOPS&T, HQ, TRADOC

# **Closing Remarks**

COL Martha McRavin-Oliver  
Director, TASSD  
Fort Monroe, VA